



Supporting Solicitors



Policy Adviser: Pro Bono and Public Legal Education (maternity cover)

Job purpose: To develop and deliver the Law Society's policies on pro-bono work and public legal education

Key Accountabilities

1. To manage National Pro Bono Week (November) through planning, delivery and evaluation, including liaison with external partners, including the Bar Council, CILEx and the Attorney-General's Office, and coordination of internal support by the communications team.
2. To manage the relationship and grants to key stakeholders, working with them to develop and deliver KPIs:
 - LawWorks (pro bono legal advice centre)
 - Citizenship Foundation (public legal education)
3. To develop and roll out the new Pro Bono Charter to members; including the development of the online platform and the data gathering process.
4. To review the support available to help law firms make their pro bono work high impact, and ensure the sharing of good practice.
5. To advise on new initiatives on pro bono and public legal education, and act as a subject matter expert, consulting with the profession and senior management as appropriate and providing advice to Boards, Committees and senior management
6. To manage relationships with other key stakeholders, such as the Civil Justice Council, Citizens Advice, Law Centres Network, Access to Justice Foundation and regional Legal Support Trusts
7. To engage with key stakeholders to promote the Law Society's views and build alliances where appropriate
8. To commission annual research on the pro bono work of solicitors



The Law Society

Supporting Solicitors



Knowledge, Skills & Experience

Essential

- degree level education or significant relevant experience
- expert knowledge of pro bono work
- ability to engage with and influence at a senior management level and with business leaders
- ability to deliver difficult messages
- demonstrable project management skills, including setting and monitoring delivery of KPIs with grant recipients
- a collaborative working style able to influence and negotiate with multiple stakeholders
- proven ability to build strong networks and to develop key relationships both internally and externally
- experience of developing policy and strategic thinking, including with groups of diverse stakeholders
- excellent oral and written communication and influencing skills
- ability to analyse and present ideas in a clear and structured way
- excellent IT skills on Word, Powerpoint, Excel, email and internet
- ability to multi-task and balance a busy workload, working on several issues at once
- ability to work to tight deadlines and prioritise work, working on own initiative with minimal supervision
- willingness to attend out of hours events from time to time

Desirable

- sound understanding of the legal environment and the issues affecting solicitors in both small and large firms



Supporting Solicitors



- working in a membership organisation
- working knowledge of the voluntary sector
- experience of managing grants or budgets



Planning & Organising

- planning and delivery of pro bono week (November) in coordination with internal and external stakeholders, including organising events within the week and the launch of publications.
- managing the relationship with two organisations in receipt of Law Society grants, ensuring that payments are made promptly, that KPIs are met, and that the Law Society is represented appropriately at meetings
- An ability to deal with both pro-active and reactive work and to take on new priorities as they arise

Dimensions

- Close liaison is needed with the Legal Aid team and the regional managers.
- Financial management of grants to LawWorks, and Citizenship Foundation (totalling £270,000) and delivery of their KPIs
- Organisation of events in liaison with events team and other interested stakeholders
- Share of Team Administrator

Organisation Chart

