

Application pack for Head of Justice Together Initiative

Justice Collaborations

Thank you for your interest in this role. This pack includes:

- a) background to the Justice Together Initiative;*
- b) role overview;*
- c) main responsibilities;*
- d) person specification;*
- e) terms and conditions and how to apply.*

A Background

Justice Together will launch in summer 2020 aiming to ensure that people who use the UK immigration system can access justice and thrive. The Initiative will invest in quality, free legal advice and national policy advocacy to support the lawful and fair functioning of immigration, nationality and asylum processes.

Over the next five years, more than £8 million of new funding has been committed by founding funders including Paul Hamlyn Foundation, AB Charitable Trust, Barrow Cadbury Trust, Comic Relief, Joseph Rowntree Charitable Trust, Unbound Philanthropy, and Trust for London, with others likely to join. The Initiative is hosted by Justice Collaborations, a registered charity and wholly owned subsidiary of The Legal Education Foundation.

Justice Together responds to the challenges faced by the legal advice sector, and evidence that people in communities around the UK are struggling to access justice. It will help people access legal advice and representation, strengthen sector organisations over the long term, and coordinate to achieve wider improvements so that advice is accessible, effective and sustainably resourced. As well as offering funding, the Initiative will support partners to improve the power and influence of people who use the system.

Work to date has been informed by research and mapping commissioned by Paul Hamlyn Foundation which investigates the level of unmet need across the UK, the constraints of existing infrastructure and funding, and considerations in how these issues might be addressed through a funder collaboration. Justice Together Initiative aims to build on current funding commitments so that it can operate for a decade, as funders recognise that a long-term approach is essential to securing change.

All the funders involved recognise that this Initiative cannot meet the need created by the removal of public funding. However, trusts and foundations provide vital independent resource for legal advice and representation on immigration, nationality and asylum law. The Initiative is rooted in the belief that a better coordinated and more strategic approach is needed to help address these systemic challenges in partnership with the non-profit sector.

B Role overview - Head of Justice Together:

The Head of Justice Together is critical to the success of this work. We are seeking an exceptional candidate to lead the initiative, taking overall responsibility for the implementation of the strategy, which will be developed with the legal and migration sectors, with directly affected communities, and the contributing funders.

The Head of Justice Together will work closely with the Director of Strategy and the Director of Grants at TLEF. The post will be line-managed by the Director of Grants at TLEF.

The initiative Head is responsible for the management of Justice Together. They will be a member of the SMT for Justice Collaborations and will report directly to the Board on matters regarding the Justice Together Initiative.

Additional posts will also be recruited later this spring, which the Head of Justice Together will manage. This will include a grants officer and a development officer to support funder engagement and fundraising. The Head will also manage contracts with independent consultants who will bring additional expertise of learning, convening, the immigration field and collaborative funds.

Together, the Justice Together staff team will establish an effective operating model, build key relationships and an evidence and learning approach.

The Head need not have a legal background nor is experience as a grant-maker essential; our key requirement is excellence at partnership and collaboration, demonstrated through a track record of social justice impact. The successful candidate will have a passion for defending legal rights, and the values of equality and justice, and will be able to demonstrate personal style that fosters collaboration, inclusivity and trust. Lived experience of the issues facing people in the immigration, asylum or nationality system will be welcomed.

Justice Collaborations is a new charitable company, a wholly owned subsidiary of The Legal Education Foundation. Its purpose is to support grant-makers to work more effectively together to promote people's understanding of the law, and to tackle poverty and discrimination. This initiative is the first to be hosted by Justice Collaborations.

The attached background information explains the structure in more detail.

C Main responsibilities:

1. Management and governance

- Be an effective and constructive member of the senior management team of Justice Collaborations.
- Line manage the Grants Officer and Development Officer working on the Justice Together Initiative, with potential further direct reports as the team is established.
- Manage consultant(s) working on the Justice Together Initiative.
- Report on activities relating to the Justice Together Initiative's development, delivery and learning to the Grants Committee and the Board.
- Ensure timely completion of papers for the Justice Collaborations Grants Committee and Board, including coordinating the input of colleagues.
- Attend meetings of the Grants Committee, the Justice Collaborations' Board and other committees as requested or needed.

2. Initiative strategy and development

- Work with funder partners, sector experts and directly affected communities to lead development of a detailed strategy that delivers the vision, mission and values of the Justice Together Initiative.
- Commission work, where necessary, that will inform the strategy and operations of the Justice Together Initiative.
- Work with the Directors of Justice Collaborations and colleagues to deliver the strategy by maintaining coherence and balance across the grants portfolio, refining priorities and activities in response to learning or external changes, and supporting development of new areas of strategic interest.
- Keep up to date with changes and developments in the external environment and work with colleagues and partners to reflect this in strategy and practice.
- Develop and maintain a funding plan for the Justice Together Initiative and work with staff and the Board to further develop the long-term plan for the future operation of Justice Collaborations.

3. Initiative implementation

a) Grants

- Take overall responsibility for the Justice Together Initiative grants programme, in particular: oversee the grant application and assessment process for the initiative including undertaking application assessments and seeking input from contributing funders.
- Provide advice to organisations about potential grant applications to support a pipeline of quality applications that address the Initiative strategy.
- Make recommendations to the Justice Collaborations Grants Committee and the Board and implement the approved actions and decisions.
- Manage a caseload of grants and oversee the management of grant caseloads of colleagues.

b) Relationship management

- Build and sustain strong relationships with contributing funders and key sector organisations to facilitate ongoing systematic input into the delivery of the Initiative's strategy, including through the creation of an advisory group.
- Build and sustain relationships with key external stakeholders including other funders, partner organisations and policy-makers at a national and regional level.

c) Communications and learning

- Ensure development and delivery of an engagement and communications plan, with support from external expertise and TLEF's head of communications as needed.
- Promote the priorities, programmes, activities and learning of the Initiative, with support from external expertise and TLEF's head of communications as needed.
- Oversee development of an effective learning approach for the Initiative, with support from external experts as needed, and work with specialist learning and research staff to ensure it is delivered.
- Ensure that the Initiative engages effectively and appropriately with key stakeholders, building relationships of mutual respect and trust.

Carry out such tasks as the executive and Board may from time to time deem necessary for the completion of the role.

D Person Specification

Essential experience and knowledge

- Experience of strategic leadership of complex projects or programmes in the social change sector.
- Experience of working collaboratively and leading or contributing to successful partnerships with multiple stakeholders.
- Strong project management skills and a track record of successful implementation.
- Experience of developing and maintaining influential relationships with senior stakeholders including policy makers.
- Knowledge of current immigration policy context in the UK and its impact on people, communities and access to justice.
- Knowledge of the assets and challenges of the UK social welfare advice sector, organisations and staff.
- Experience of managing and motivating people.
- Understanding of how funding strategies support delivery of key organisational priorities.
- Understanding of how evidence, learning and strategic communications can align to influence change.
- Excellent written and oral communication skills, able to produce concise, engaging content for a range of audiences.

Essential behaviours and ways of working

- Commitment to the values of equality and human rights, and a passion for social change.
- Demonstrable skill in working inclusively, building engagement and trust.
- Ability to build positive and effective interpersonal relationships with people of all backgrounds.
- Ability to multi-task, plan ahead and to meet deadlines.
- Ability to work on own initiative and as part of a team, drawing on expertise and specialisms of others to make decisions and ensure progress.

Desirable

- Lived experience of migration.
- Experience of philanthropy (as staff or a committee member).

E Terms and conditions:

Salary: £55,000 to £65,000 per year for 35 hours per week, depending on experience, plus health insurance and life assurance.

Location: Central London, currently 1 Paper Buildings, Inner Temple, London, EC4Y 7EU. The post is likely to involve a degree of travel and field work.

We are happy to consider applications for part-time, job-share and/or flexible working.

F How to apply:

To apply for this post, please email your CV and supporting statement to vacancies@thelef.org marked APPLICATION FOR THE POST OF HEAD OF INITIATIVE.

Please limit CVs to no more than 3 pages and your supporting statement to no more than 1,500 words. The statement should outline why you are interested in this position and address how you meet the areas of the person specification set out above. Please draw on specific examples.

The deadline for applications is **12 pm on Tuesday 24th March 2020**.

We expect that interviews will take place at the Legal Education Foundation's London office on Wednesday 1st April or Thursday 2nd April. The process will involve an interview with a panel of TLEF staff, and a practical exercise. This process will take up to two hours. A second interview will be held with a Trustee and the Chief Executive of The Legal Education Foundation later in April.

Applicants must have the right to work in the UK.

To arrange a confidential discussion of this opportunity, please email rachael.takens-milne@thelef.org