



Application pack for Deputy Head of the Justice Together Initiative

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

The Justice Together Initiative 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, Oak Foundation, 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 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 – Deputy Head of the Justice Together Initiative

This is an exciting new role, which offers the opportunity to work with colleagues to develop a brand new programme to meet an urgent and changing need. The post-holder will work with the Head of the Initiative to understand the national and local context for immigration advice in multiple regions of the UK, support the Head with developing the overall strategy, develop grant-making criteria and proactively identify potential applicants. They will also be expected to deputise for the Head of the Initiative.

The Deputy Head is a critical role in ensuring that potential grantees are identified and the process for grant applications and assessment runs smoothly.

They will form part of a team together with the Head of the Justice Together Initiative who has already been recruited and a Grants Officer who is being recruited simultaneously. They will report to the Head of the Initiative and work closely with the co-Directors of Justice Collaborations as well as grants and administrative staff within The Legal Education Foundation.

It is intended that there will be an opportunity for the postholder to act up to cover part of the Head of the Initiative's role for a temporary period of maternity cover from late 2020. The acting up role would include taking overall responsibility for the initiative's grants programme, reporting to the Grants Committee and Board on activities, overseeing the initiative's strategy implementation, communications plan and learning approach, as well as managing consultants. A supplement would be paid during this period.

The successful candidate will have a passion for the values of equality and justice, and will be able to demonstrate a personal style that fosters collaboration and trust. They will have experience of managing grants, developing and managing relationships with stakeholders and managing people and projects. They do not need previous experience of working for a funder in a grant-making role.

We are particularly interested in applications from people with lived experience of the UK immigration system.

The attached background information explains the structure in more detail.

C) Main Responsibilities – Deputy Head of the Justice Together Initiative

Grant Management

- Oversee the grants process, including allocating assessments and grants management to colleagues, ensuring deadlines are met and assessments undertaken consistently and to a high standard.
- Provide advice to organisations about potential grant applications to support a pipeline of quality applications that address the initiative's strategy.
- Make recommendations to the Justice Collaborations Grants Committee and Board on the strength of applications including organisations' capacity to deliver, the balance across the grants portfolio, and alignment with the initiative's strategy.
- Manage a caseload of grants including reading progress reports, responding in a timely and sensitive manner to grants management issues, and making regular proactive contact as part of agreed monitoring mechanisms.
- Identify where grantees need additional help and work with colleagues to develop appropriate support.

- Create opportunities for connections between grantees including convening meetings on shared issues.
- Work with the Head of the Initiative to draw out learning from the grants, and to share this with colleagues.

Management, strategy and development

- Line manage the Grants Officer including carrying out regular supervisions and yearly appraisals
- Attend meetings of the Grants Committee, the Justice Collaborations' Board and other committees as requested or needed.
- Lead the development of strategies in specific regions and/or devolved nations, through site visits to understand the local context and building/sustaining relationships with stakeholders including community organisations, private law firms and policy-makers.
- Work with the Head of the Initiative to understand the national context and develop the national strategy for the four nations.
- Convene and facilitate working groups, involving funders and other stakeholders, on specific issues or geographical areas.
- Work with the Head of the Initiative and colleagues to deliver the strategy by maintaining coherence and balance across the grants portfolio, refining priorities, grant criteria 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 to reflect this in strategy and practice.
- Build and sustain relationships with key external stakeholders including other funders, partner organisations and grantees.

Other

- Deputise for the Head of the Initiative as required.
- Use Salesforce to record key interactions with applicants and grantees.
- Carry out such tasks as the Head of the Initiative and co-Directors may from time to time deem necessary for the effective and efficient functioning of the Initiative.

D) Person Specification

Essential experience and knowledge

- Strong track record of managing grants either as a grant holder or grant-maker.
- Experience of developing and managing relationships with external stakeholders.
- Experience of managing partnerships between organisations.
- Experience of managing people.
- Strong project management skills and a track record of successful implementation.
- Experience of learning from grants or projects and implementing this learning.
- Knowledge of the immigration and/or advice sector in the UK
- Excellent written and oral communication skills, able to produce concise, engaging content for a range of audiences
- Familiarity with Microsoft Office and experience of using a database.

Essential behaviours and ways of working

- Commitment to the values of equality and human rights.
- Demonstrable skill in working inclusively and building engagement and trust.
- Ability to multi-task, plan ahead and to meet deadlines.
- Ability to build positive and effective interpersonal relationships with people of all backgrounds.
- 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 the immigration system
- Experience of policy and influencing work for social change
- Experience of making grants and assessing grant applications, either as a staff or committee member.
- Experience of reporting to boards.
- Experience of working or volunteering in the voluntary sector outside grant-making.

E) Terms and Conditions and How to Apply

Salary: £40,000 to £50,00 per year for 35 hours per week, depending on experience, plus pension and health insurance

Location: Flexible but the post-holder would normally need to be in the Central London office at least 2 days per week (currently 1 Paper Buildings, Inner Temple, London, EC4Y 7EU) and be able to travel across the UK. **[NB – this will not be required while travel restrictions remain in place.]**

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

The Foundation will cover the costs of equipment for home-working including IT and furniture, where needed.

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 DEPUTY HEAD.

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. PLEASE DO NOT PDF the documents so we can anonymise them.

As part of your application please could you fill in the short equal opportunities monitoring survey, included separately on the vacancies page.

The deadline for applications is **9am on 3rd July 2020** and those shortlisted for interview will be informed by the end of the day on 6th July 2020. If you are not shortlisted, we may be unable to offer feedback on applications, due to limited capacity.

Interviews will take place on Thursday 9th July 2020 (note: change to original date) by Zoom – please keep this date free in case you are called to interview. The process will involve a panel interview, and a practical exercise. This process may take up to two hours.

Applicants must have the right to work in the UK.

If you would like an informal conversation about the role, please contact vacancies@theLEF.org to arrange a time.