

**The Legal Education Foundation**  
**External Member – Grants, Programmes and Learning Committee**  
**Role description**

**The Legal Education Foundation**

We are an independent grantmaking foundation distributing around £6million a year. We focus on the essential role of legal education in helping people and organisations to understand and use the law as a tool for change. In this work, we know that there are significant numbers of people who cannot obtain justice in relation to everyday problems, and that these unmet needs trigger or exacerbate clusters of issues that impact on individuals, communities and wider public policy goals. We believe the law should be readily available at the times and in the places where people need it.

The Foundation operates a combination of open and proactive grant programmes. These include the Justice First Fellowship, a scheme which we established in 2013 to support the next generation of social justice lawyers. We also carry out our own development work, particularly in the fields of public policy and research and we place a strong emphasis on collaboration with other organisations in the field.

**External Member – Grants, Programmes and Learning Committee**

The Grants Committee has recently expanded its role to take on responsibility for oversight of delivering TLEF's new five-year strategy from 2020, covering both grant-making and policy or research work that TLEF undertakes directly. The new strategy has an increasing emphasis on how we support grantees and learn from their work, and so we are looking to strengthen the committee to better scrutinise and support our grant-making.

**Person specification**

- Commitment to the aims and values of The Legal Education Foundation.
- Senior and long-standing experience of social justice grant-making, as either a staff or committee member.
- Experience of influencing policy, either through grant-making or directly.
- Experience of grant-making for research (desirable).
- Knowledge of the legal advice sector in the UK (desirable).
- Experience of working in partnership with other funders.
- Experience of a governance role.

- Knowledge of the voluntary and community sector in the UK, especially outside London.
- Ability to share knowledge sensitively and persuasively with fellow committee members.

## **Responsibilities**

- Preparation and reading of paperwork on applications – up to 60 per meeting.
- Attendance at 3-4 Grants and Learning Committee meetings per year, in London or by video conference.
- Ad hoc response to email requests for grant approvals outside the meeting cycle.
- Advice to staff and Governors on grant-making good practice and relevant developments in the social justice field.
- Working alongside Governors to review and advise on delivery of TLEF's strategy.

## **Time commitment**

Preparation and attendance (in person or via video conference) at up to 4 meetings per year, plus ad hoc grant requests – estimated at around 12 days per year.

## **Remuneration**

Fixed fee of £8,000 per annum (including VAT where applicable). This may be paid directly to external members of the committee or to their employers to cover time away from work, as preferred. The Foundation will also cover reasonable expenses including travel to meetings.

## **How to apply**

To apply for this post, please email your CV and supporting statement to [vacancies@thelef.org](mailto:vacancies@thelef.org) marked GRANTS, PROGRAMMES & LEARNING COMMITTEE.

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.

We would also be grateful if you could complete the diversity form. This is to monitor that we are fulfilling our commitment to be an equal opportunities employer. It will not form any part of our decision-making in relation to shortlisting or appointment.

The deadline for applications is **5pm on Friday 31 July**.

Interviews are likely to be by Zoom in early September.

Applicants must have the right to work in the UK.

*If you would like a confidential discussion about the role with the Foundation's Director of Grants, please email [vacancies@thelef.org](mailto:vacancies@thelef.org) to arrange a time.*