



Application pack for Grants Officer - 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 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 – Grants Officer

The Grants Officer is a critical role in ensuring the smooth running of the Initiative and will provide essential support to the staff team in relation to meetings and fundraising as well as the management of grants.

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

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 the voluntary sector and a knowledge of fundraising and the associated administration.

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

C) Main responsibilities

Grant Management

- Under the supervision of the Deputy Head of Initiative, manage a caseload of grants including building relationships of trust with grantees, reading progress reports, responding in a timely and sensitive manner to grant management issues, and making regular proactive contact as part of agreed monitoring mechanisms.
- Assess applications for grants including reading written material, reviewing accounts and budgets, and making phone calls and/or visits.
- Make recommendations to the Grants Committee on the strength of applications including organisations' capacity to deliver, the balance across the grants portfolio, and alignment with the Foundation's strategy.
- Identify where grantees – or groups of grantees – need additional help and work with colleagues to develop appropriate support.
- Work with the Administration team to support the smooth-running of the grants application and monitoring processes.
- Use Salesforce to record key interactions with applicants and grantees.
- Attend meetings of the Grants Committee.

Organising and Co-ordination

- Organise and service meetings with contributing funders, arranging venues and taking minutes.
- Organise meetings with relevant key stakeholders, arranging venues, managing the invite list and taking minutes.
- Support the Head and Deputy Head of Justice Together with administration, diary management and organising travel as required.
- Support with general enquiries relating to the Initiative.
- Support the Head of the Initiative with fundraising.

- Carry out such tasks as the Deputy Head and Head of 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

- Experience of working or volunteering in the voluntary sector.
- Experience of either applying for or making grants.
- Experience of managing grants (either as grant holder or a grant maker).
- Experience of organising and servicing meetings
- Knowledge of grant fundraising and the associated administration
- 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.
- Strong written and oral communication skills, including the ability to interact sensitively with people of all backgrounds.
- Accuracy and attention to detail.
- Ability to work on own initiative and as part of a team

Desirable

- Lived experience of the UK immigration system.
- Experience of assessing grant applications, either as a staff or committee member.
- Experience of learning from grants or projects.
- Knowledge of immigration and/or advice sector in the UK.

E) Terms and Conditions and How to Apply

Salary: £30,000 to £35,000 per year for 35 hours per week, depending on experience, plus pension and health insurance

Location: Central London, currently 1 Paper Buildings, Inner Temple, London, EC4Y 7EU

We will consider applications for part-time, job-share and/or flexible working but the post-holder would need to be based in the London office for at least 2 days per week with travel across the UK as required. **[NB this would not be expected while travel restrictions are in place.]**

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 GRANTS OFFICER.

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 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 web page.

The deadline for applications is **9am on Friday 3rd July 2020** and those shortlisted for interview will be informed by the end of the day on 13th July 2020. If you are not shortlisted, we will be unable to offer feedback on applications, due to limited capacity.

Interviews will take place on Friday 17th July 2020 via 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 90 mins.

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.