

The Access to Justice Foundation

Development Officer Recruitment Pack

September 2024

Position	Development Officer
Salary	£34,608 per annum
Contract	Full-time
Hours	37.5 hours (5 days/week)
Reporting to	Development Director
Supervises	N/A
Location	Hybrid (work from offices in Central London 2 days/week)

1. About Us

The Access to Justice Foundation is the UK's only national charity solely focused on providing funding and support for access to legal advice and representation. We raise funds and distribute them strategically to organisations that provide free legal advice to the most vulnerable in society. We are led by the legal profession and work closely with other funders and the advice sector. We rely on the support of the legal community to help us raise funds and raise awareness of the work which we support.

Our **vision** is a society where everyone has access to justice. Our **mission** is to improve lives by increasing the availability of quality legal advice and support. Our **objectives** are:

1. Increase available resources for the provision of free legal advice and support across the UK.
2. Develop and implement grant making programmes which align with our values, improve reach, and maximise impact.
3. Improve understanding and awareness of the role of the law as a tool for social justice.

You can find out more about our work at www.atjf.org.uk.

2. Job Description

2a. Role Summary

The successful candidate will be joining the charity at an exciting time with the launch of a new organisational and fundraising strategy. We are offering a unique opportunity to learn and apply your skills across a range of fundraising streams.

You will be responsible for promoting and administering pro bono costs orders, supporting volunteer organisers of our annual fundraising walks, maintaining key stakeholder relationships and securing new donors (principally law firms and charitable trusts).

You will work closely with the Development Director (who oversees our fundraising and development strategy) and the other Development Officers (who will share responsibility for fundraising, alongside their broader promotion and awareness raising activity).

2b. Schedule

We are hiring this role on a full-time basis and seek a candidate available for 37.5 hours (5

days) per week. Our team works from our offices in the City of London on Mondays and Thursdays and from home on Tuesdays, Wednesdays, and Fridays.

2c. Duties and Responsibilities

This role will support and grow the Foundation's diverse portfolio of charitable income through the following key duties and responsibilities:

Manage and promote pro bono costs orders (20% of time)

- Track and administer notifications of pro bono costs orders working with the Finance Team and with support from the Chief Executive and Development Director.
- Contact relevant parties and seek payment, following guidance.
- Liaise with law firms providing pro bono enforcement assistance.
- Promote the use of pro bono costs orders across the legal community.

Manage fundraising events (20% of time)

- Provide administrative support and guidance for volunteers across the UK to organise an established series of annual fundraising walks.
- Develop and maintain positive working relationships with supporters, volunteers, law firms, advice agencies, and other stakeholders.
- Effectively promote walks and other fundraising activities through a range of communication channels, including JustGiving and social media.

Prospect new donors to build our fundraising pipeline and generate additional income (40% of time)

- Research and promote opportunities for law firms and charitable trusts to support the Foundation's work.
- Develop and maintain relationships with local legal community networks and groups, including local Law Societies and other professional initiatives across the UK to promote and increase engagement with the work of the Foundation.
- Support the development and delivery of our key messages to our existing and potential future supporters and promote the work of the Foundation to encourage increased engagement and support.

Support other fundraising and development tasks as needed (20% of time)

- Maintain effective and accurate records of all relevant contacts, donations, and communication using Salesforce.
- Support other fundraising and development tasks as required.

2d. Person Specification

Essential

- Strong interpersonal skills – including ability to develop relationships with potential donors and to maintain positive working relationships with volunteers and stakeholders
- High level of attention to detail and excellent organisational skills
- Strong written and oral communication skills and the ability to create written content which is accessible and compelling to a broad range of audiences
- Strong time management skills and ability to prioritise
- Ability to work independently and proactively with minimal oversight
- Commitment to advancing equity, diversity, and inclusion in the workplace and in the execution of our organization's mission
- Willingness to travel within the UK with occasional overnight stays

- Existing right to work in the United Kingdom

Desirable

- Experience of fundraising and development in the charity sector
- Public speaking skills or experience
- Experience of using Salesforce and/or JustGiving
- Experience of volunteer administration, coordination, or management
- Experience in the not-for-profit and charity sector
- An understanding of the issues affecting the legal profession and access to justice for marginalised communities
- A demonstrable commitment to social justice

2e. Benefits

We work hard to make the Access to Justice Foundation a great place to work. Our team is small, friendly, and collaborative, and we are committed to supporting staff wellbeing, development, and training. We offer the following benefits:

- 25 days holiday plus all bank holidays
- Annual winter closure between the Christmas and New Years Bank holidays
- Flexible working options and core-hours schedule
- Pension with 5 percent employer matching contribution
- Health cash plan
- Employee assistance programme
- Funds for staff training and development

3. How to Apply

3a. Application Contents

To apply, please prepare (i) a **CV** and (ii) a **covering letter** (no more than 1 side of A4).

Your covering letter should (i) Tell us why you are interested in working for the Access to Justice Foundation and (ii) provide evidence of your skills, experience, and qualifications that meet the specification for this role.

CVs should be submitted in Word (.docx) or PDF (.pdf) format and should be titled using the naming convention [*FullName*]CV (e.g. EmmaSmithCV.pdf).

3b. Submission

[Submit your application via CharityJob](#) by 11:30pm BST on Sunday 20 October. Please note that we will not accept incomplete applications or those submitted via email.

3c. Recruitment Timeline

We will tentatively hold first round interviews virtually the week of 28 October. For successful candidates, this will be followed by a written task to be completed remotely and in-person final round interviews. Successful applicants will be asked to take up their appointments as soon as possible.

If you do not hear from us within 30 days of the closing date of this application, please assume your application has been unsuccessful on this occasion. Please note that we do not provide feedback to candidates.

3d. Diversity, Inclusion, and Accommodations

We care about centring equity, diversity, and inclusion in our workplace and in our mission, and we believe that diverse identities and experiences will strengthen our staff team. We strongly encourage candidates of all identities and experiences to apply, including racial and ethnic minorities, women, LGBTQ+ individuals, people with disabilities, immigrants, and caregivers.

We are striving to run an inclusive search process. All applications will be anonymised before they are reviewed.

If you require an accommodation to complete this job application, please contact enquiries@atjf.org.uk.