



EVENTS AND FUNDRAISING ASSISTANT

Recruitment Pack

WELCOME FROM THE CHIEF EXECUTIVE

Dear Candidate,

I am delighted that you have shown an interest in our **Events and Fundraising Assistant** role. This post works at the heart of our public events programme, helping to organise fundraising walks and other events across London and the South East, raising funds to support the provision of free legal advice.

London Legal Support Trust has been supporting free legal advice providers for the last 20 years by providing financial and non-financial support. The organisations we support include Law Centres, Citizens Advice, and other legal advice agencies. These organisations help families facing homelessness, older people requiring community care, trafficked women and children and women fleeing domestic violence, people with disabilities, refugees, people who are facing unemployment, discrimination and those with mental health problems.

LLST has four core strands of work in support of free legal advice services in London and the South East:

- Raising funds to distribute as grants
- Working collaboratively with others to raise funds for the free legal advice sector and work towards responding issues that affect the advice sector,
- Supporting the free legal advice providers through funder plus programmes, including the Centres of Excellence programme, the billing project, specialist advice forum,
- Helping to reduce costs and save money through pro bono or discounted schemes

We hope you would like to join our small and very friendly team, and we look forward to receiving your completed applications.

Best Regards,

Nezahat Cihan

Chief Executive Officer

HOW WE WORK

Our events

London Legal Walk

The continued growth of the London Legal Walk owes a huge amount to the support received from the Lord Chief Justice, the Master of the Rolls, the President of the Supreme Court, The Director of Public Prosecutions, the President of the Law Society, the Chair of the Bar Council and the President of CILEx, as well as a large number of leading judges, leading partners of City firms and heads of chambers who participate.

Over 900 teams in the 2023 London Legal Walk represented every aspect of the legal profession, solicitors' firms and barristers' chambers, in-house lawyers, Law Centres, law schools, independent advice agencies and Citizens Advice. Many friends, families and supporters also took part. Some walkers even brought their dogs!

Regional Walks

We organise similar walks in Brighton, Chichester, Guildford, Oxford, Reading, Eastbourne, Southampton, Hastings, Hackney and Tunbridge Wells. All the money raised locally goes to the local advice agencies.

Other fundraising events

We deliver a number of other fundraising events during the year, such as the Great Legal Bake, Great Legal Quiz and Walk the Thames. We also support people fundraising for LLST through London Marathon, ASICS 10k, Big Half Marathon, Royal Parks Half Marathon.

We also raise money through individual and corporate donations.

Our grants

The money raised is distributed to legal advice centre beneficiaries through occasional small grant rounds, emergency funding, and our Centres of Excellence Scheme.

Our Support for Legal Advice Centres

Centres of Excellence Scheme

In partnership with City Bridge Foundation, LLST has developed the Centres of Excellence scheme as a diagnostic process to assist legal advice agencies to identify their strengths and weaknesses, and to help LLST to assess how it can further support them. The programme is not a quality mark or a pass/fail assessment. It is an offer of support through an ongoing process of continuous development with some funding attached.

London Specialist Advice Forum

The London Specialist Advice Forum was created after a need was identified for Centres of Excellence agencies to have a space to share ideas, discuss issues, and offer peer support.

Billing Project

We help free legal advice agencies with legal aid contracts to manage their contracts effectively by investing in billing coordinators that help organisations to clear their backlogs, improve their systems and increase cash flows.

Advice Workforce Development Fund

Following initial brainstorming with the London Advice Funders and sector representatives, together with the Trust for London and Paul Hamlyn Foundation, we commissioned the [Addressing Skills Gap](#) research in 2022 to identify potential solutions to the workforce crisis in the advice sector. The research report listed a number of recommendations for the funders and advice organisations to work together to start responding to the skills shortages within the advice sector. A group of funders, including Trust for London, City Bridge Foundation, Paul Hamlyn Foundation and the National Lottery Community Foundation, have contributed to a pooled fund to start working on some of these recommendations. The Greater London Authority and The Legal Education Foundation also support projects that align with this work. This project is a part of Robust Safety Net of the London Funders' [Propel](#) initiative.

Money Saving Project

LLST continues to support free legal advice organisations through providing money saving groups, education about discounts or exemptions available to charities and managing in-kind donations from law firms or chambers. Specific arrangements exist to save money for charities on stationery, photocopiers and printers, franking machines, energy costs, software, hosted cloud solutions, CRM systems and more.



JOB DESCRIPTION

Events and Fundraising Assistant

Reports to:	Head of Events and Fundraising
Salary:	£24,000 - £26,000 per annum (depending on experience)
Location:	Hybrid (min. 1 day per week in Holborn office)
Hours:	Full time. Some evening and weekend work and some travel is required
Contract:	Permanent

PURPOSE OF THE POST

The Events and Fundraising Assistant helps to improve, develop and organise our events, including the London Legal Walk, Great Legal Bake, Great Legal Quiz and many more across London and the South East. They work to maintain contact with our wide network of dedicated supporters, keeping our database up-to-date with contact and event information. They update our website and produce content for printed materials to promote our events programme, and assist with the recruitment and management of volunteers.

ORGANISING EVENTS

- Maintain and build on existing events
- Manage sign ups to the events using Salesforce (training provided)
- Work with the Events & Fundraising Team to produce event and fundraising materials
- Draft event correspondence
- Attend, help at and supervise events
- Follow up with participants of events
- Promote LLST externally and ensure its good reputation is maintained
- Lead on specific allocated events

IMPROVE AND MAINTAIN WEBSITE AND ONLINE PRESENCE

- Help to ensure that the website is up to date
- Help to boost our events through drafting social media posts and increasing our presence on LLST's social media channels

ADMINISTRATIVE DUTIES

- Process and input events income as and when required
- Maintain and improve LLST's internal database, Salesforce, with regards to event registration and data entry
- Maintain contact database in line with data protection and LLST policy

GENERAL

- Ensure LLST's activities comply with charity, company and general law
- Assist with the day-to-day smooth running of the office
- Other tasks as required and generally commensurate with the post.

This job description does not form part of the Contract of Employment.

PERSON SPECIFICATION

Essential:

- Enthusiasm for the cause and our work; commitment to social justice and equal opportunities for all
- Excellent interpersonal skills, including written and oral communications skills
- Confidence with IT including Microsoft Office suite
- Excellent attention to detail
- Ability to work well under pressure; strong organisational skills to work in a busy environment with competing demands
- Proven ability to communicate with a wide range of people and to liaise effectively with other organisations
- Highly motivated, with ability to work on own initiative and as part of a small team
- Flexibility and willingness to learn new skills
- Professional, reliable and responsible
- Ability to work outside office hours as required (with time off in lieu), particularly in the build up to events, on the days of events and in other busy periods

- A positive attitude to problem solving and finding new solutions

Desirable:

- Experience of event co-ordination
- Experience of using social media for business
- Knowledge and understanding of Salesforce
- Experience of using social media platforms

EQUALITY AND DIVERSITY

The advice sector provides services to a very diverse range of communities in London. We believe that a more diverse and inclusive organisation is the perfect environment to bring more innovation and better decision making. We are therefore particularly welcome of applications from diverse backgrounds including, Black and minoritised communities, and from people with disabilities to help strengthen the diversity of thought and experience in our team.

We are committed to providing a supportive and inclusive culture for everyone who needs or provides our services and within our own organisation and will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, gender identity (including transgender), disability, nationality, national or ethnic origin, religion or belief, marital / partnership or family status, caring responsibilities, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other factor.

As employers, we aim to treat all employees and job applicants equally and fairly and not unlawfully discriminate against them.

Benefits

- 25 day of annual leave (pro-rata for part time) plus bank holidays (pro-rata for part time). Allowance increases due to years of service to 27 days for 2+ years, 29 days for 4+ years and 31 for 6+ years.
- 5% Employer pension contribution
- Hybrid working
- Flexible working options
- Employee Assistance Programme
- Continuing professional development opportunities

How to apply

To apply for this role, click the 'quick apply' button on the CharityJob website and submit a copy of your CV with a covering letter of no more than two pages of A4, describing how you meet the requirements of the role and the criteria outlined in the person specification.

Included in your cover letter, you should give the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. References will only be taken once your express permission has been granted.

We ask that you complete the equality and diversity questionnaire. The information collected will be treated as confidential, used for statistical purposes only and will not be treated as part of your application.

Please ensure that you have included mobile and home (if there is one) telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

For further information, please contact Philippa Hicks at philippa@ilst.org.uk for a confidential, informal discussion.

Timetable

Closing date: 10am, Friday 8 December 2023

Interviews: Week commencing 11 December 2023

These dates may be subject to change and applicants will be advised in advance should this happen.

The successful appointment is subject to satisfactory written references.