

JOB DESCRIPTION

Job Title:	Volunteer Head of Legal Practice
Department:	Governance
Salary:	Volunteer
Hours:	Flexible
Location:	Bethnal Green, London
Responsible to:	CEO, COO
Contract length:	6 months minimum term with likely extension

About TLC

The Trans Legal Clinic is the first trans-led specialist gender identity legal practice and registered charity in the UK. The mission of the Trans Legal Clinic is simple; we provide free and accessible legal help to transgender and non-binary people in need. Our overarching vision is a society where all people have access to the legal resources required for gender self-determination and where gender diversity is not just accepted but embraced, with trans* people equipped with the necessary legal tools to navigate the world in their affirmed gender.

Service Introduction

The Governance team is responsible for overseeing the charity's practices and procedures.

Our Casework department is divided into four teams. Our four teams are:

- Housing and Homelessness
- Discrimination
- Gender Recognition: legal transition and healthcare advocacy
- Gender-Based Violence: domestic abuse and hate crime

We are a forward-thinking advice and support charity for the Trans Community. As we continue to grow, we are seeking a Volunteer Head of Legal Practice to lead the efforts to achieve SRA (Solicitors Regulation Authority) approval and ensure ongoing compliance with regulatory standards.

The Head of Legal Practice will play a pivotal role in guiding our clinic through the process of obtaining SRA approval and maintaining compliance with all legal and regulatory requirements. This senior position will involve managing the clinic's legal

practice, ensuring best practices are followed, and fostering a culture of compliance. You will work closely with senior leadership to develop strategies for growth while safeguarding the clinic's legal integrity.

This is an exciting opportunity to lead a growing legal clinic through a pivotal stage of development. You will play a key role in shaping the future of the clinic, ensuring it meets the highest professional standards while contributing to a meaningful cause. We offer a supportive and collaborative work environment with opportunities for professional growth and development.

Key tasks and responsibilities

- Ensure the clinic and all volunteers comply with the SRA's regulatory arrangements.
- Monitor and prevent managers and interest holders from causing or contributing to regulatory breaches.
- Identify, investigate, and promptly report serious breaches of the SRA's regulatory arrangements.
- Act as the primary liaison between the clinic and the SRA, ensuring timely and accurate reporting.
- Implement and maintain effective compliance policies and procedures to mitigate regulatory risks.
- Provide training and guidance to volunteers on compliance-related matters, ensuring awareness of their regulatory obligations.
- Conduct regular audits and risk assessments to identify potential compliance issues.
- Maintain accurate records of all compliance activities and regulatory reporting.
- Collaborate with the clinic's Finance Manager to ensure holistic regulatory compliance.

General

- Adhere to Trans Legal Clinic's Policies and Procedures at all times.
- Cover for other members of the team and department as necessary.
- Be proactive in reviewing and evaluating own performance and identifying upon areas for improvement and development.
- Undertake development and training opportunities.

- Undertake any other duties compatible with the level and nature of the role and/or reasonable required by more senior members of staff.
- Attend and participate in external meetings and briefings as required.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Trans Legal Clinic. Trans Legal Clinic welcomes modifications to these role responsibilities from candidates. The post holder will be expected to undertake other duties as appropriate and as requested by their line manager.

Person Specification

Please complete the application form. In the ‘Supporting Statement’ section, please explain how you fulfil each of the points in order they appear.

Essential criteria are those that are required in order to succeed in the role. Desirable criteria are those that would be beneficial to the candidate in this position.

Requirements	Essential	Desirable
Education, Qualifications and Background		
1. Qualified solicitor (or equivalent legal qualification) with significant experience in legal practice management and regulatory compliance.	X	
1. Certificate and/or training in trans* awareness		X
Experience		
2. A commitment to trans* rights and a keen interest in working with trans* people	X	
3. Experience of working as a solicitor		X
4. Experience of legal practice governance		X
5. Lived experience of trans* identity		X
Knowledge, Skills and Abilities		
6. Knowledge of SRA regulations and the process for becoming an SRA-approved organisation	X	
7. Knowledge of the issues confronting trans* people, including institutional transphobia	X	
8. Knowledge of legal issues trans* people in the UK face, specifically in relation to violence, housing & homelessness, health, and discrimination	X	
9. Strong interpersonal and communication and presentation skills, with the ability to communicate with a wide range of stakeholders.	X	

10. Proficiency in Microsoft Office packages, especially Teams and SharePoint, with strong IT and administration skills	X	
11. An interest in human rights, specifically trans* rights	X	
12. Ability to provide effective supervision	X	
13. Ability to articulate empathy with needs of trans* people	X	
14. Experience of inputting and maintaining up-to-date casework management, in accordance with organisational policies, privacy policies and GDPR requirements		X
Values		
15. Commitment to supporting and improving the wellbeing of trans* people, maintaining a client-led approach	X	
16. Commitment to equal opportunities and upholding and complying with Trans Legal Clinic's Equality, Diversity and Inclusion policy in all aspects of your work, promoting its principles amongst colleagues, services users and other members of the community	X	
In addition		
17. Willingness to work in a flexible way, including some out of hours remote working as required to meet the needs of the service	X	

Equity, Diversity and Inclusion

The Trans Legal Clinic strongly believes in the value of lived experience, and we encourage applications from individuals who bring unique perspectives shaped by their experiences. For this role, this includes trans* and gender diverse individuals who have experienced discrimination.

We recognise that some communities are underrepresented within our organisation. We particularly encourage applications from trans* people of colour, trans femmes, and trans people with experience of seeking asylum and refuge.

As part of our commitment to equity, we offer a Guaranteed Interview Scheme for disabled candidates who meet the essential criteria for the role. Additionally, in line with our requirements under the Equality Act 2010, we will provide reasonable adjustments at all stages of the recruitment process and in the workplace. Please ensure you list any reasonable adjustments you will require in the application form.