

Information pack – Justice First Fellowship Officer

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We are committed to best practice and accountability in equity, diversity and inclusion. We value, welcome and respect all the differences that make us who we are including: age, disability and mental health, neurodiversity, cultural background, ethnicity and race, sex, gender identity and expression, sexual orientation including LGBTQIA+ identities, religion and socioeconomic background.

This document is available in large text. If you require this, or an alternative format, please contact Belinda Berry: email belinda.berry@thelef.org or phone 02030055694.

More information on the Justice First Fellowship can be found [on the Justice First Fellowship website](#).

If you would like an informal discussion about the role, please contact Allyson Davies at ad@allysondavies-consultant.com or call 07968 556164.

BACKGROUND INFORMATION

About the Legal Education Foundation

The mission of the Legal Education Foundation is to strengthen the power of communities to use and shape the law for social justice. LEF's work as a charitable foundation began in 2012 with our charitable purpose framed around legal education and the study of the law. From the start, we asked "Why does it matter that people can understand and use the law?" This brought us to the role of law as a tool for social justice, and this has been the common thread in our development since then. We are now one of the largest social justice funders in the UK, and one of the only funders to focus on the specific role and potential of the law. We do this through the strategic development and delivery of a number of programmes and initiatives.

The Justice First Fellowship

In 2014 we established the Justice First Fellowship (JFF) which is our flagship scheme to support the next generation of social justice lawyers. Since 2014, more than 160 Fellowships have been awarded across all four nations in the UK, over ten cohorts. As of June 2024, the Foundation has invested around £10.6 million into the scheme with additional contributions from other funders totalling £4.7 million.

The Fellowships have supported the new lawyers to use their skills and networks to bring about social change. Over 90% of JFF graduates remain in legal roles using law for public benefit and we are committed to continuing to support our alumni over the long term. So, it is an active and engaged group with a growing collective impact and voice for social justice.

The Justice First Fellowship Officer will join the team responsible for the on-going development and delivery of this scheme at an exciting time for the organisation as it approaches a new stage in its strategic development.

Grant Making

We currently distribute around £6m a year through our own grant programmes. Grants cover different areas of law, issues and parts of the community. Areas of law include human rights, employment, housing, discrimination, children's rights, community care, education, immigration, asylum and public and administrative law. Particular issues or

communities include racial justice, gender justice including violence against women and girls, disability justice, tenants, workers, migrants, refugees and children.

Other LEF Initiatives

Some of the other achievements, initiatives and programmes which we have launched include:

- In 2019, we established Justice Collaborations as a subsidiary of the Foundation to host our first major funder collaboration, Justice Together, aimed at transforming access to justice in the UK immigration system.
- In 2020 we were founder-partners of the Community Justice Fund which went on to raise and distribute £47m to legal organisations to help deal with the impacts of the Covid-19 pandemic.
- In 2023 we instigated work looking at models of using law that put control in the hands of community, strengthening the power of those most affected to challenge injustice and protect and extend rights. This is at the heart of our next strategy.

Power, Culture and Inclusion

As an organisation we are committed to shifting power in the systems that we are part of. Through a process of learning about anti-oppression, developing [our values](#) and behaviours, we want to build the best workplace and grant-making culture.

We call our approach Power, Culture and Inclusion (PCI). The work is led by a member of our staff team along with a cross-organisational working group. This recognises the need for dedicated capacity to coordinate and deliver the scale of our ambitions.

- **Power** signals our commitment to using our own power to confront injustice and the power imbalance in the grantmaking system. It puts voices of those with lived experience of injustice front and centre.
- **Culture** reflects the transformation we are going through in our learning, behaviour and attitudes, and that we want to build the best grant-making environment.
- **Inclusion**, alongside diversity and equity, is also central to this work and speaks to our responsibility to be representative of and accountable to the communities we work with.

Our approach to PCI is a central aspect of our strategic thinking and processes as we do our work, now and in the future. You can find out more about our PCI action plan on our website here: [Power, Culture and Inclusion](#).

Across all our recruitment we are working towards greater equity, diversity and inclusion and take this journey extremely seriously. Part of this journey is building a team that is diverse and representative, so whilst you will need the skills and experience described, we really want to hear from candidates from a wide range of backgrounds. We particularly encourage people with lived experience of social welfare legal issues and where they intersect with structural racism and other forms of discrimination. However, there is no expectation for candidates to disclose details of personal experiences at any stage during this recruitment or during their work at the LEF. We are happy to make adjustments to the application and interview process, please contact Belinda Berry (belinda.berry@thelef.org or 02030055694).

Our Strategy

We are in the process of launching a new strategy for 2025–2030. This work has involved inputs from staff, board, grant partners, funders and a paid Advisory Group made up of experts from the field who worked with us over the past 18 months. The new strategy will accelerate our direction of travel, building on the successful work that we are currently supporting. We will also draw on lessons from our current strategy and the challenging environment the sector operates in. The Justice First Fellowship, along with our other areas of work, will be key in the delivery of our strategic aims, so this is an exciting and interesting time to join us.

About the role

The Justice First Fellowship Officer is a new role within the Foundation, and the post holder will play a key part in ensuring the successful delivery of the JFF programme. As part of a small and collaborative grants team, the JFF Officer role is varied and will include overseeing the coordination of events and training, acting as a key point of contact for Fellows as well as administration, communication and relationship management. The candidate will join us at an exciting time as we explore opportunities to help further develop the support provided to our Fellows.

The JFF team consists of this post and the JFF Manager, and sits within LEF's grants team (Director of Grants and Learning, Head of Grants, two Grants Managers and two Grants Officers). The JFF Officer will work closely with other colleagues in the Foundation, particularly in administration and communications. The role will also include some UK travel.

JOB DESCRIPTION

Title:	Justice First Fellowship Officer
Salary:	£32,000-£39,000, subject to skills and experience
Contract:	Permanent
Hours:	Full time, 35 hours per week (4 days/28 hours minimum considered)
Holiday:	30 days per year plus Bank Holidays
Location:	Central London and remote

We offer a hybrid working model. Our office in central London (WC1E 7EB) is available to work from five days a week and we encourage attendance at the office at least two days a week.

Reports to: **Justice First Fellowship Manager**

Main responsibilities

- Working with the JFF Manager to support the smooth running of the Justice First Fellowship scheme, including working with colleagues to plan and successfully deliver events and training for Fellows.
- Acting as the key contact for Justice First Fellows and helping to answer queries they may have about the Fellowship.
- Responding to general enquiries received about the scheme from prospective Fellows and Host organisations.
- Contributing to the smooth administration of JFF Fellow recruitment processes, working closely with colleagues in the Operations team
- Supporting the JFF Manager and Communications Manager in promoting and raising awareness of the scheme, including attendance at law fairs and other external events.
- Supporting the JFF Manager to facilitate regular internal meetings focused on the operational management of the scheme and having responsibility for minute taking.
- Developing and maintaining a calendar of events and trainings, including both internal and external training opportunities, and other networking events, and ensuring these are communicated to Fellows.

- Working with the JFF Manager and colleagues in the Grants Team to support the smooth implementation of the JFF host grants application process.
- Participating in regular JFF reflection meetings with colleagues to share learning and consider improvements to the management of the scheme.
- Participating in wider organisational meetings and events, particularly with the Grants team.
- Keeping up to date with changes and developments in the external environment, particularly in relation to social justice law, and working with colleagues to reflect this in operations and practice.
- Carry out such tasks as the JFF Manager or Head of Grants may from time to time deem necessary for the effective and efficient functioning of the Fellowship.

ABOUT YOU

We are interested in examples of your skills and experience from voluntary as well as paid work. If you do not 'tick every box' and there are other valuable attributes and skills you have that would make you a great fit for the team and if you feel this role is for you, then please apply.

Essential

- Experience of building and managing professional relationships and communicating effectively with people from a range of backgrounds.
- Experience of working for a not-for-profit organization in administration and/or project management.
- Ability to take part and deal with multiple projects, plan with accuracy and attention to detail, and meet deadlines.
- Ability to work on own initiative and as part of a team.
- Strong IT skills, including familiarity with Microsoft Office and experience of using a database.
- Commitment to the aims and values of the Legal Education Foundation (see [Our values](#) and [About the LEF](#)).

Desirable

- Understanding of the legal advice sector and/or have some legal training in the UK.
- Experience in planning and managing events.
- Experience of using a Customer Relationship Management system.

THE APPLICATION PROCESS

Accessibility

The Foundation is committed to making our processes barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you have any access requirements or would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, arranging for BSL interpretation, building access, seating requirement, etc., please contact Allyson Davies at ad@allysondavies-consultant.com, or Belinda Berry at belinda.berry@thefef.org or 02030055694.

We guarantee any applicant who informs us in their Application Form that they are disabled will be offered an interview if they meet the essential requirements, as set out in the [About You section above](#).

People invited for interviews will be provided with the questions 24 hours in advance of their meetings.

For an informal and confidential discussion about the role, please contact our partner **Allyson Davies** via 07968 556164 or ad@allysondavies-consultant.com.

Timetable

Deadline for applications	27 March 2025
Screening interviews (online via Zoom)	week of 7 April
In-person interview at LEF's offices	22/23 April
Appointment confirmed	Late April

How to apply for the role

If you would like to apply for this role, please:

1. complete the brief [Application Form](#) which includes a supporting statement,
2. fill in the [Equal Opportunities Monitoring Form](#) (or download these forms from [the job board](#)), and
3. attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your **application form, EO form and CV, by 10am on 27 March**, to applications+JFF@allysondavies-consultant.com.

Feedback

We will offer feedback to those who are shortlisted for an interview.

Data Protection

The personal information that you provide will be used to process your application for employment with the Legal Education Foundation. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.