



Head of Not-For-Profits Programme

Reports to:	Chief Executive
Salary:	£41,200
Hours:	Full time (35 hours) or part-time options considered
Line-management:	Not-For-Profits Programme Officer (Legal)
Term:	Permanent
Holiday:	25 days paid holiday per annum (pro rata where part time) increasing with service, plus bank holidays and Christmas closing
Benefits:	5% contributory pension scheme & private healthcare cashback plan
Location:	Central London (near St Pauls) or hybrid

About LawWorks

What we do

LawWorks is the operating name of the Solicitors Pro Bono Group. We are a charity, and our aim is to enable access to justice through supporting and developing the contribution of legal pro bono.

We encourage, facilitate and celebrate pro bono across the solicitor profession and at law schools in England and Wales.

Who we work with

We work primarily with solicitors (law firms and in-house teams), and also with law schools and law students, and other legal and non-legal volunteers and organisations.

LawWorks has around 150 member organisations including some of the largest City firms and international firms with an office in London, national, regional and local firms, inhouse teams, law schools and charities.

Who we are

LawWorks is a relatively small organisation with 20 members of staff (5 full-time). Some members of staff are based at an office in central London, with other colleagues (mostly working from home) based in Wales, South West England and the Midlands. LawWorks operates a flexible working policy, with several members of staff working hybrid, or where appropriate, from home.

Our Projects

There are a number of key strands to our current work to support and facilitate pro bono:

- We support a growing network of around 300 local independent pro bono advice clinics across England and Wales. We work with lawyers, advice agencies,

charities and others to establish or develop new clinics, and provide ongoing information and support, training and resources, for clinic volunteers and coordinators.

- Our Not-for-Profits Programme facilitates the provision of free legal advice for smaller charities and not-for-profit organisations, supported by volunteer lawyers from LawWorks' member firms and in-house teams.
- Our 'special projects' support the development of more 'in-depth' or casework specific pro bono (e.g., bespoke casework and/or representation). This includes training and supervising solicitors to provide representation in areas of social welfare law. This currently includes an unpaid wages project and 'Voices for Families', with the charity Together for Short Lives, supporting parents and carers of children with life-limiting conditions.
- We support collaborative projects including: Pro Bono Connect (a project which facilitates barristers and solicitors working together on pro bono cases) and the Domestic Abuse Response Alliance.
- We have launched online tools and digital platforms, including an online clinic called 'Free Legal Answers' and the Pro Bono Portal UK (with Justice Connect, an Australian access to justice charity).

In addition, LawWorks promotes, supports and facilitates pro bono by providing training and knowledge sharing events, organising pro bono awards and recognition events, and engaging in policy work. We also work with regulators, professional bodies and other stakeholders to encourage a supportive environment for pro bono within a strong access to justice infrastructure.

The Not-For-Profits Programme

The Not-for-Profits Programme helps charities, voluntary organisations, social enterprises, and other not-for-profit organisations in England and Wales in the following ways:

Free legal assistance

The Not-For-Profits Programme brokers legal advice to small and medium not-for-profit organisations on a wide range of legal issues, to support the continuation and expansion of their services to people in need. The advice is given for free (pro bono). Where a not-for-profit organisation needs help with a one-off legal issue, we match the organisation with a volunteer lawyer from our network of member law firms and in-house legal teams who can advise on that matter.

Our volunteers can advise on intellectual property, employment, property, tax, commercial/contract, insurance, insolvency, data protection, defamation, and company law. Work can include drafting a contract, reviewing a lease, updating a constitution/articles, or clarifying rights in a commercial dispute.

Training resources

Free Talks are short online videos about common legal issues faced by not-for-profit organisations. The videos are all free to watch and aim to educate and inform not-for-profit organisations when making important decisions.

We also arrange and host online training sessions for not-for-profit organisations on a range of different legal issues.

Honorary Counsel scheme

The Honorary Counsel scheme matches small and medium not-for-profit organisations with volunteer lawyers on a longer-term basis, to carry out Health Checks and to give initial legal advice when needed.

Head of Not-For-Profits Programme

The role offers a great opportunity to lead and shape LawWorks' pro bono brokerage offering for small and medium not-for-profit organisations, working to enhance their role and impact by enabling them to better deal with legal issues.

In support of the programme, the Head of Not-For-Profits has a key role in developing relationships with the third sector, LawWorks members and other key stakeholders.

The role is full-time but we are open to applications for job share/part-time options.

Primary purpose of role

- To ensure effective promotion, delivery, growth and development of the Not-For-Profits Programme, to support small and medium not-for-profit organisations in need of legal advice but who struggle to pay for it.
- To work closely with, and line-manage, the Not-For-Profits Programme Officer(s) (Legal).
- As a member of the LawWorks management team, to contribute to the overall development and running of LawWorks.

Key task areas and duties:

1. To provide day-to-day operational management of the Programme and lead on the delivery of all projects within the Programme to ensure a high level of service is given to our legal, corporate, and not-for-profit stakeholders.
2. Supported by the Senior Management Team, to contribute to the strategic direction and development of the Programme, including developing annual targets and ensuring that these are achieved.
3. To assess and process applications for legal assistance received from small and medium not-for-profit organisations and place their cases with volunteer lawyers, and also deal with any issues that may arise from the brokerage. This will include proactive management of a busy caseload.
4. To ensure all case management systems are up to date and working effectively.
5. To line-manage the Not-For-Profits Programme Officer (s) (Legal) to ensure a high level of customer service is given to our stakeholders.
6. To ensure that the Programme's work is being targeted to our strategic priorities and is informed by our ongoing evaluation and learning. This will include ensuring that the Programme is effective within the wider not-for-profit sector and legal pro bono landscapes.
7. To effectively manage and develop legal and not-for-profit stakeholders and partnerships.
8. To work with the wider LawWorks team to promote and publicise the Programme, raising awareness of services within the not-for-profit sector, raising the Programme's profile in the legal and third sectors.

9. To identify and contribute to the production of necessary materials, website content, and know-how for the Programme, including Programme guidance materials for participants, and to ensure these are all up to date and accurate (including the Free Talks).
10. To ensure compliance with all funders' reporting requirements relevant to the delivery of the Not-For-Profits Programme and ensuring accurate information on progress towards targets and objectives is available at all times.
11. To work with the wider LawWorks team to ensure effective monitoring and impact measurement systems are in place and this information is being routinely collected by the Programme, reported on, and informs the ongoing development of the Programme. To also supervise the data collection and analysis for the Programme, contributing to and compiling reports for internal and external audiences as needed.
12. As a member of the management team, to contribute to the overall development and running of LawWorks, identifying opportunities for collaboration and 'joined-up' working and undertaking any other tasks which may from time to time be required.
13. Working with the wider LawWorks team, to support the promotion of the organisation, our opportunities, events, the recruitment of new LawWorks members, and effective participation in the Not-For-Profits Programme.
14. To keep up-to-date on changing needs within the not-for-profit sector, informing the management team and other colleagues of emerging issues or trends, and using insights from the programme to inform LawWorks' policy voice on civil society matters.

Person Specification:

Skills and experience	Essential	Desirable
A qualified lawyer or demonstrable equivalent legal experience	✓	
A good understanding of business law or charity law in England and Wales		✓
Effective line-management and teamwork experience	✓	
Excellent planning and work management skills, able to plan and organise work for self and team to expected timescales and standards	✓	
Excellent interpersonal and relationship management skills and an ability to deal professionally and collaboratively with both legal and not-for-profit stakeholders	✓	
Excellent verbal and written communication skills	✓	

A positive, solution-focused attitude and experience of working effectively in a team to achieve shared objectives	✓	
Excellent written and verbal communication skills, including the ability to correspond and communicate clearly and accurately with different audiences and make presentations when needed	✓	
An understanding of the legal profession and how it is organised	✓	
Self-motivated and able to manage a busy workload and work autonomously	✓	
Accuracy and attention to detail	✓	
Strong IT skills and the ability to learn a variety of new systems quickly	✓	
A commitment to the values of the voluntary advice sector	✓	
Experience of project monitoring, evaluation and report writing		✓
An understanding of third sector organisations and an awareness of the issues they face		✓
A demonstrable commitment to equality, diversity and inclusion	✓	
Casework or file management experience		✓
An understanding of the benefits and challenges of legal pro bono work in England and Wales	✓	

How to apply

Please submit a CV (maximum 3 sides) and a covering letter (maximum 2 sides) outlining why you are interested in this role and highlighting how your skills, knowledge and experience meet the criteria in the person specification.

Please address as much as the person specification as you can. We recognise that applicants may be much stronger on some of the requirements for the role than others.

Please apply by 5.00pm on Sunday 14th June 2026.

Submit your application to applications@lawworks.org.uk citing 'Head of NfPP' in the subject line.

For an informal conversation about the role (in confidence) please contact Rebecca Wilkinson, Chief Executive at rebecca.wilkinson@lawworks.org.uk

Privacy notice: personal information contained in the application will be kept for 12 months and thereafter securely destroyed.)

We are aiming to interview shortlisted candidates in the week commencing 22nd June (the interviews to be held in central London or online).

We would be grateful if you could also complete an equal opportunities monitoring form – this will be separated from your application once it is received.

We welcome applications irrespective of race, religion, gender, sexual orientation, disability or age.

May 2026