

MLegal Support

Legal Director

Candidate Pack

Welcome from our Board

Dear Applicant,

Thank you for your interest in the position of Legal Director at MLegal Support. This is a newly created role within our organisation, designed to support and lead as we embark on this exciting journey.

By joining our team, you will contribute to building our vision of a just, equitable, and accountable society, where communities thrive, and peace and co-existence are paramount. Our work serves the UK Muslim community, aiming to enhance the reach and impact of strategic litigation to protect, strengthen, and provide the freedom to live in dignity and safety.

The Legal Director will be instrumental in shaping the legal strategy of MLegal Support. You will work on high-impact cases, collaborate with other organisations, and drive our mission forward. Your expertise will be crucial in guiding our legal initiatives and ensuring that our efforts are both effective and sustainable.

MLegal Support offers new starters a unique opportunity to be involved in the dynamic start-up and creation stages. As a new organisation, we believe that a lack of accountability drives societal ills resulting from trauma, inequity, and injustice. Our focus is on serving and empowering communities for positive change. We are committed to fostering an inclusive and supportive work environment where innovation and collaboration are encouraged.

We plan to hold the first stage of interviews online, followed by second stage interviews in person at a central London location. To apply, please email your application to recruitment@m-legal.org. Further details are outlined in the 'How to Apply' section of this recruitment pack.

The closing date for applications is 11:59 pm on Sunday, 1st September 2024.

About MLegal Support

MLegal Support is a forthcoming non-profit organisation dedicated to providing essential legal support and advocacy to protect, strengthen, and advance the rights of Muslim organisations and individuals across the UK.

In the face of rising Islamophobia and increasing hostility, Muslims in the UK encounter significant challenges. These include restrictive counter-terrorism legislation, infringements on religious expression in public institutions, limitations on the right to protest, and widespread censorship of pro-Palestinian advocacy. While various groups work to protect the rights of Muslims and other marginalised communities, there is an urgent need for a dedicated organisation focused on targeted legal action and advocacy.

MLegal Support aims to address this need by supporting and funding strategic litigation to combat miscarriages of justice affecting UK Muslims. Our main activities will involve providing guidance and signposting for routine cases, challenging discriminatory policies impacting Muslim communities, and offering expert advice to civil society organisations on accommodating Muslim rights. Additionally, MLegal Support will advance legal education within the Muslim community to ensure individuals are informed about their rights and responsibilities under UK law.

Through these efforts, MLegal Support will play a pivotal role in safeguarding the rights of Muslims and fostering a more just and equitable society. We are committed to addressing systemic issues and providing crucial support to those in need.

About the Role

We are seeking an ambitious and experienced Legal Director to provide strategic oversight and leadership for all legal services and programmes at MLegal Support.

This role will represent the Board and is crucial for enhancing and refining MLegal Support's legal and services infrastructure. The successful candidate will work closely with our Operations Director to shape and build the organisation as it grows.

We are looking for an organised and strategic thinker, comfortable navigating the uncertainties of a fast-paced start-up environment. Attention to detail and a proven ability to turn vision into action are essential.

This position is critical for supporting the foundational and ongoing development of MLegal Support's core services. The Legal Director will guide our dedicated team to ensure that all services align with our strategic objectives.

As a core member of the leadership team, the Legal Director will assist the Board in achieving set goals and advancing MLegal Support's mission. The role demands high levels of flexibility, proactivity, initiative, integrity, and commitment.

The Legal Director role at MLegal Support offers a unique opportunity to drive impactful change both now and into the future.

Role Description

Job Title: Legal Director

Salary: £55,000

Benefits: Holidays, pension, enhanced leave

Location: London and hybrid

Hours: Full time (35 hours)

Due to the nature of the work, some infrequent evening/weekend work may be required

Contract: Permanent (subject to 6 months probationary period)

Responsible to: Board of Trustees

Anticipated start: October/November 2024

Duties & Responsibilities

The following outlines the core responsibilities of this role but is not intended to be an exhaustive list of all tasks that may be assigned. The Board retains the right to assign or reassign duties and responsibilities as deemed necessary. To fulfil this role effectively, the individual must be capable of performing the essential duties to a satisfactory standard, with or without reasonable accommodation.

Legal Direction

- Oversee and manage all legal divisions within MLegal Support.
- Provide expert legal advice on complex client matters and collaborate with legal professionals and stakeholders to ensure optimal client support.
- Develop, implement, and maintain ethical and professional legal practices, procedures, and systems.
- Ensure that legal policies and procedures are established, enforced, and periodically reviewed as required.
- Support the Board in various tasks and responsibilities as requested.

Strategy & Compliance

- Foster the integration of MLegal Support's core values of justice, excellence, and inclusivity throughout the organisation.
- Contribute to the execution of MLegal Support's strategic objectives to achieve the desired impact.
- Collaborate with the Board to develop and manage strategic planning for legal services.
- Lead the translation of strategic objectives into actionable and realistic plans.
- Monitor and assess progress against established targets.
- Ensure compliance with legal and regulatory requirements across all organisational activities.
- Develop, monitor, and report on key performance and development metrics.
- Ensure that all tasks are performed in adherence to health and safety policies.

Staff, Culture & Representation

- Act as an ambassador for MLegal Support, representing the organisation positively within the community.
- Support the creation of an inspiring workplace culture.
- Oversee and enhance staff recruitment, training, development, coaching, and performance management processes.
- Plan and facilitate regular staff meetings.
- Provide expert legal guidance and support.
- Foster and maintain effective partnerships with a diverse range of stakeholders.
- Stay informed on broader issues and policies that may impact MLegal Support's operations.
- Identify, communicate, and escalate issues to the Board of Directors in a timely manner.

The job description is not exhaustive, and amendments and additions may be required in line with future organisational changes.

Key Competencies

Justice and Ethics

- Demonstrates a strong dedication to transformative justice and a thorough understanding of social justice issues and their impact on marginalised communities.
- Ensures adherence to ethical standards and professional integrity in all aspects of work.

Leadership and Management:

- Exemplifies self-motivation and a proactive attitude, serving as a role model for team members and promoting teamwork and excellence.
- Effectively motivates, develops, and directs staff, aligning team performance with organisational goals.
- Provides clear and effective training and guidance to facilitate staff skill development and knowledge transfer.

Strategic and Operational Skills

- Manages personal and team time efficiently, prioritising tasks to meet deadlines and achieve objectives.
- Applies logic and reasoning to evaluate various solutions and approaches to complex problems.
- Assesses costs and benefits of different options to make informed decisions.
- Evaluates and assesses performance, implementing improvements and corrective actions as needed.
- Acquires and utilises necessary resources, including equipment, spaces, and materials, effectively.

Communication and Interpersonal Skills

- Communicates clearly and respectfully, ensuring effective dissemination of information across stakeholders.
- Recognises and understands others' reactions and behaviours, responding appropriately.
- Influences others to reconsider their views or change their behaviour through effective persuasion.

Service and Problem-Solving

- Actively seeks opportunities to assist and support others, demonstrating a commitment to high-quality service.
- Identifies the root causes of issues and develops practical solutions to address them.
- Adapts to shifting priorities and manages multiple projects simultaneously, ensuring productivity despite interruptions.

Qualifications and Experience

- LLB degree or equivalent qualification
- Solicitor or Barrister qualified in the UK
- Foreign-qualified lawyers may be considered, subject to jurisdiction
- A minimum of 3-5 years' post-qualification experience
- Experience in litigation is preferred
- Previous experience in the legal or voluntary sector is desirable
- Proficiency in Microsoft Office applications

How to Apply

Please submit a single document of up to three pages, including:

Your CV (maximum one page)

A covering letter of no more than two pages addressing:

- Your interest in the role
- How you meet the requirements
- Your motivation for wanting to work at MLegal Support
- How your skills and experience make you a suitable candidate for this position
- Whether you consider yourself to have a disability
- How you learned about this job opportunity
- Contact details for two referees
- Your availability for interviews, which are expected to occur during the week commencing 9th September

Please send your three-page document to **recruitment@m-legal.org** with the subject line "Legal Director." **The deadline for applications is 11:59 PM on Sunday 1st September.**

Interview Details: We plan to conduct interviews for shortlisted candidates via Microsoft Teams during the week commencing 9th September. There may be a second round of interviews following this. If you are unavailable during this period, please indicate this in your covering letter. Be sure to check both your main inbox and junk mail folder for correspondence from us.

Encouragement of Equal Opportunity and Reasonable Adjustments: MLegal Support is committed to fostering an inclusive environment. We encourage applications from candidates of all backgrounds and do not discriminate based on age, disability (physical or learning), gender identity or sexual orientation, relationship status, pregnancy and maternity, race, religion or belief, sex, or social class. We invite candidates with disabilities to inform us of any reasonable adjustments required during the recruitment process to ensure a fair opportunity to present yourself effectively. Please indicate any necessary adjustments in your application. If your application meets the essential criteria for the role, we will guarantee an interview and discuss any special arrangements you may need.

If you would like to discuss this role further, please contact us at recruitment@m-legal.org

