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Candidate Information Pack

Grants Officer

c.£35,000 plus generous benefits[[1]](#footnote-1)

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**The Legal Education Foundation is committed to best practice in   
equity, diversity and inclusion.**

For background information on The Legal Education Foundation go to  
<http://thelegaleducationfoundation.org>

## Introduction

**A Stronger Sector • Fairer Systems • Smarter Justice • Social Justice Lawyers**

Thank you for your interest in the role of Grants Officer at The Legal Education Foundation.

The Legal Education Foundation has a long history, but the organisation as you will find it today was established in 2012, initially to provide grants to promote legal education and the study of law and to promote the “sound development and administration of law”, all of which are cornerstones of creating a just and fair society. These principles of justice and fairness remain central to our work as a social justice funder, supporting organisations using the law and legal tools towards social change, and those influencing how laws are made and implemented, with a focus on the protection of rights.

The Grants Officer will join us at an interesting, challenging and busy moment. The Grants Officer will have experience of managing grants (either as a grants holder or grant maker) and they will also bring a passion for social justice.

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.

The Grants Officer will join a collaborative, friendly, supportive and experienced team.

In this pack you will find more information, which will give you all the information you need to apply for the role. If you would like to have a preliminary conversation before applying, please email Allyson Davies to arrange this (see the “[How to apply](#_The_Recruitment_Process)” section on page 8).

Thank you again. Your interest is really appreciated, and we hope to hear from you.

## Background Briefing

**About us**

The Legal Education Foundation is an independent grantmaking foundation distributing around £6 million a year through our own grants and programmes, alongside participating in funding partnerships.

Our vision is of a just and fair society. Our mission is to support people and organisations to use the law to improve their lives and the lives of others. Our focus is on ‘the law of everyday life’ – including people’s rights in housing, employment, community care, immigration and welfare benefits.

In addition to making grants and commissioning work, we use our expertise to influence others – for example, on the government’s use of personal data; the impact of unresolved legal problems on mental and physical health; and strengthening the evidence about effective access to justice.

The principal source of funds for the Foundation are the returns on an endowment which currently stands at around £270 million. In addition, the Foundation receives and distributes restricted grants from other organisations and has a charitable subsidiary whose principal source of funds is restricted grants from other charitable foundations and organisations.

**The context for our work**

The UK justice system is undergoing a period of challenge and rapid change which has far-reaching consequences for people’s ability to understand and use the law. There has been chronic under-resourcing of legal organisations at the same time as legal needs have risen. Sustainable employment, career development and access to the profession have all come under pressure.

Meanwhile, legal and constitutional changes brought about by the UK’s exit from the EU are producing fundamental changes to UK institutions and the exercise of public power which risk undermining scrutiny and accountability.  This matters particularly for the significant numbers of people who cannot obtain justice in relation to their fundamental rights. We know that these unmet needs exacerbate clusters of problems that have significant impacts on individuals, communities and wider society.

Organisations tackling these challenges have experienced significant constraints that have affected their ability to deliver services at the scale needed, to invest in their infrastructure, to develop related fields of policy, research and communications and to attract and retain skilled staff. This has intensified because of Covid-19 and the cost-of-living crisis. The Foundation’s resources put us in a position to support organisations to address these challenges.

We support work in all four nations of the UK, recognising the need to reflect local needs and differences, including the different legal jurisdictions and devolved powers. The focus of our work is in the UK, but we also look to learn from and to inform international practice and experience.

**Strategic objectives**

Our work to 2025 is divided into three programmes:

1. **Stronger Sector:** flexible funding for organisations using the law to promote social justice. It aims to strengthen the capacity of individuals and organisations to deliver their important work effectively and sustainably.
2. **Fairer Systems:** supporting work to influence how laws are made and implemented. This programme aims to promote transparency, accountability and the protection of fundamental rights.
3. **Smarter Justice:** strengthening the commitment to collecting and using robust evidence in the design and operation of the UK justice system.

The Foundation operates a combination of open and proactive grant programmes. We have also developed and now run ourselves a set of initiatives tackling particular strategic challenges in the sector:

**Justice First Fellowship** – a scheme to support the next generation of social justice lawyers. We have funded over 140 Fellowships so far. Over 90% of graduating Fellows have secured jobs as lawyers working for the public benefit, and our work with them continues as we help them forge their careers as social justice lawyers.

**Justice Collaborations** – our subsidiary charity formed to host the **Justice Together Initiative**, a 10-year collaboration involving over 20 funders focused on transforming access to justice in the UK immigration system. Grants have been awarded across the four nations, supporting frontline immigration advice partnerships and national and local influencing work.

As well as awarding grants, we support the organisations we fund in a variety of other ways including providing access to training, consultancy and networking to promote exchange, learning and collaboration.

More information about the Foundation and its current strategy is available [here](https://www.thelegaleducationfoundation.org/about-the-legal-education-foundation/our-strategy-2020-2025).

**Our values**

**Trust** – We trust our partners, valuing their lived and learned experience, supporting them to make their voices heard, and seeking to be a trusted voice ourselves.

**Mutuality** – We stand with those taking action to bring collective benefit, and we collaborate and build partnerships with them to accelerate change.

**Inclusion** – We aim to challenge the systems and structures, including our own, that perpetuate oppression, discrimination, inequity and exclusion. We are clear about our mission and how we decide to use our resources.

**Courage** – We use the freedom of our independence to confront injustice, and to be energising in supporting work over the long term that will bring about real change.

**Reflection** – We recognise the complexity of the issues we are tackling and the importance of listening and increasing understanding. We learn from those affected, and we share robust evidence about what is working and how this can be used elsewhere.

**Context for the appointment**

The Grants Officer is an important role, part of a small collaborative grants team delivering the Foundation’s five-year strategy to 2025 and looking towards the development of our new strategy. Our priorities are to widen our reach to organisations using the law in creative ways, especially those that are lived-experience-led, and to develop stronger relationships with our grantees to better support them and to learn more from what we fund. There are opportunities to help shape the job by leading on areas of particular interest within the grants portfolio.

The grants team consists of this post, the Director of Grants and Learning, the Head of Grants (line manager), a Senior Grants Officer and one other Grants Officer. The Grants Officer will also work closely with colleagues across the Foundation including in administration and policy. This is an exciting time as we are strengthening and developing our team and processes to ensure we can meet the Foundation’s commitments to be an open, inclusive and transparent funder. So, there will be plenty of opportunity to get involved in how our work develops over the coming years.

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 value, welcome and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, neurodiversity and socioeconomic background.**

**The Legal Education Foundation is a Disability Confident employer.**

## Job Description

This document is available in large text. If you require this or an alternative format, please contact Allyson Davies ad@allysondavies-consultant.com or Belinda Berry [belinda.berry@thelef.org](mailto:belinda.berry@thelef.org)

**Title:** **Grants Officer**

**Salary:** **c.£35,000, with generous benefits**

**Contract:** **Full-time, permanent (flexibility considered)**

**Hours:** **35 per week**

**Holiday: 30 days per year plus Bank Holidays**

**Location:** **Central London (WC1E 7EB) and remote**The post-holder would need to be based in the London office for two days per week but could choose to work from home for part of the week.

**Reports to:** **Head of Grants**

**Grants Management**

* Providing advice to organisations about potential grant applications to support a pipeline of quality applications.
* Assessing applications for grants including reading written material, reviewing accounts and budgets, and making phone calls and/or visits.
* Making recommendations to the Grants Committee on the strength of applications including organisations’ capacity to deliver, the balance across the grants portfolio, and alignment with the Foundation’s strategy.
* Attending meetings of the Grants Committee for the Foundation.
* Working with the Operations team to support the smooth running of the grants application and monitoring processes.

**Relationship Building and Collaboration**

* Managing a caseload of grants, building relationships of trust with grant partners, reading progress reports, responding in a timely and sensitive manner to grants management issues, and making regular proactive contact as part of agreed reporting mechanisms.
* Taking part in regular reflection meetings with grants team colleagues to share learning from grants assessment and management to improve the Foundation’s practice.
* Identifying where grant partners – or groups of grant partners – need additional help and work with colleagues to develop appropriate support.

**Other**

* Use Salesforce to record key interactions with applicants and grant partners.
* Keep up-to-date with changes and developments in the external environment and work with colleagues to reflect this in strategy and practice.
* Carry out such tasks as the Chief Executive, Director of Grants or Head of Grants may from time to time deem necessary for the effective and efficient functioning of the Foundation.

## Person Specification

We are interested in examples of your skills and experience from voluntary as well as paid work.

**Essential**

* Commitment to the aims and values of the Legal Education Foundation.
* Experience of managing grants (either as grant holder or a grant maker).
* Experience of building and managing relationships with external stakeholders.
* Strong written and oral communication skills, including the ability to interact sensitively with people of all backgrounds.
* Accuracy and attention to detail.
* Ability to multi-task, plan ahead and to meet deadlines.
* Ability to work on own initiative and as part of a team.
* Familiarity with Microsoft Office and experience of using a database.

**Desirable**

* Lived experience that is directly or indirectly relevant to the mission and work of the Foundation.
* Experience of assessing grant applications, either as a staff or committee member.
* Experience of working or volunteering in the voluntary sector outside grant-making.
* Understanding of the legal advice sector in the UK.

## The Recruitment Process

**Accessibility**

The Foundation is committed to making our recruitment practices 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, please contact Allyson at [ad@allysondavies-consultant.com](mailto:ad@allysondavies-consultant.com), or Belinda Berry at [belinda.berry@thelef.org](mailto:belinda.berry@thelef.org). We guarantee any applicant who declares they have a disability will be offered an interview if they meet the minimum requirements of the job specification.

For an informal and confidential discussion about the role, please contact our recruitment partner:

**Allyson Davies** T: 07968 556164 E: [ad@allysondavies-consultant.com](mailto:ad@allysondavies-consultant.com)

**Timetable**

|  |  |
| --- | --- |
| **Deadline for applications** | **10am on 24 November** |
| Screening interviews (on Zoom) | 1, 4 and 5 December |
| Panel interviews (in person at LEF’s offices) | 14 December |
| Final Meeting (if needed) | Early week of 18 December |

**How to apply**

If you would like to apply for this role, please complete the brief [Application Form](http://www.allysondavies-consultant.com/wp-content/uploads/2023/11/LEF-GO-ApplicationForm.docx) which includes a supporting statement and [Equal Opportunities Monitoring Form](http://www.allysondavies-consultant.com/wp-content/uploads/2023/03/EO_Form.docx) (or download them from [the job board](http://www.allysondavies-consultant.com/job-board/grants-officer-the-legal-education-foundation/)), and also 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 24 November**, to applications+LEF@allysondavies-consultant.com.

**Feedback**

Feedback will be offered to people who are invited to the screening and panel interview stages.

**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.

1. Benefits include a 12% employer pension contribution (based on the employee contributing at least 4%)   
    and healthcare schemes [↑](#footnote-ref-1)