



# **London Legal Support Trust**

## **Trustee Recruitment Pack**

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**London Legal Support Trust is committed to best practice in Equality,  
Diversity and Inclusion**

Registered charity: number 1101906

Company Number: 04930926

## Welcome from the chair

Thank you for your interest in the role of London Legal Support Trust's trustee.

The Trust raises funds to enable Law Centres, local Citizens Advice and other advice agencies to continue to help vulnerable people access legal advice. Those that the advice centres help include families facing homelessness, older people requiring community care, trafficked women and children, people with disabilities, refugees, people who are facing unemployment, discrimination and those with mental health problems.



LLST has five core strands of work in support of free legal advice services in London/the South East:

- Raising funds to distribute as grants,
- Working collaboratively with others to raise funds for the free legal advice sector,
- Supporting the improved management and infrastructure of the sector, for example through the Centres of Excellence programme,
- Helping to reduce costs and save money through pro bono or discounted schemes,
- Running a London wide Specialist Advice Forum for legal advice providers to network, share experience, good practice and resources.

We look forward to receiving your completed applications.

Best regards

Richard Dyton

Chair

## Our Fundraising

### Events

#### London Legal Walk



London Legal Walk (LLW) is the biggest fundraising event in the legal sector calendar and the main fundraising event for LLST. The continued growth of the London Legal Walk owes a huge amount to the support received from the Lord Chief Justice, the Master of the Rolls, the President of the Supreme Court, The Director of Public Prosecutions, the President of the Law Society, the Chair of the Bar Council and the President of CILEx, as well as a large number of leading judges, leading partners of City firms and heads of chambers who participate.

Over 880 teams in the 2019 London Legal Walk represented every aspect of the legal profession, solicitors' firms and barristers' chambers, in-house lawyers, law schools, courts, tribunals and advice agencies. Many friends, families and supporters also took part.

We receive generous donations and other forms of essential infrastructure support from; The Law Society (Sponsorship of the London Legal walk, use of their headquarters at Chancery Lane, advertising in The Gazette), Allen & Overy (finance recording service for LLST gift aid, free design and printing). Hogan Lovells and Freshfields Bruckhaus Deringer also design much of our publicity.

### **Regional Walks**

We organise similar walks in Brighton, Chichester, Guildford, Oxford, Reading, Eastbourne, Southampton, Hastings and Tunbridge Wells. All the money raised locally goes to the local advice agencies.



### **Other fundraising events**

We deliver a number of other fundraising events during the year, such as the Great Legal Bake, Great Legal Quiz and Walk the Thames. We also support people fundraising for LLST through London Marathon, ASICS 10k, Big Half Marathon, Royal Parks Half Marathon, London to Brighton Cycle and Brighton Marathon.

### **Partnership with other funders**

We work collaboratively with other funders to increase funding for legal advice sector. Examples of this include a partnership with the City Bridge Trust and National Lottery Community Foundation investing in our Centres of Excellence Programme and Legal Education Foundation supporting our Billing Coordinator Project.

Shortly after the pandemic hit, LLST worked with over 60 funders as part of London Community Response to ensure vital funding is available for charities and civil society organisations to help people affected by COVID 19.

### **Corporate and Individual donations**

We receive generous donations from Allen & Overy (substantial donation interest from their Client Account scheme and grant from their Foundation) Hogan Lovells, Freshfields Bruckhaus Deringer, K&L Gates and many other law firms and chambers.

We receive regular donations from individuals that support the need for access to justice for people without means.

## **Our Grants**

The money raised through our fundraising events and partnerships is distributed to legal advice centres through our main grants (Centre of Excellence Programme), three annual small grant rounds and emergency grants.

### **Main grants**

Our main grants are tied with an organizational development programme that we run in partnership with the City Bridge Trust and National Lottery Community Foundation. These are unrestricted grants made to a number of legal advice providers year on year provided that their annual self-assessment form is completed by these organisations.

### **Small Grants**

Any charitable organisation that provides free legal advice (including pro bono) to people living in London and some home counties can apply for our small grants to provide new pro-bono service, keep their doors open and one-off capital cost.

### **Emergency grants**

In addition to the small grants, we provide emergency keep-the-doors-open grants to legal advice organisations that face unprecedented expenditure and other emergencies that threaten organisations' sustainability.

## **Our Support for Legal Advice Centres (Grants Plus)**

### **Centres of Excellence Scheme**



In partnership with the City Bridge Trust, LLST has developed the Centres of Excellence scheme as a diagnostic process to assist legal advice agencies to identify their strengths and weaknesses, and to help LLST to assess how it can further support them.

The programme is not a quality mark or a pass/fail assessment. It is an offer of support through an ongoing process of continuous development with some funding attached.

### **Money Saving Project**

LLST continues to support free legal advice organisations through providing money saving groups, education about discounts or exemptions available to charities and managing in-kind donations from law firms or chambers. Our 'Every Penny Counts' project has involved building relationships with suppliers to ensure best value for the group of charities as a whole. Specific arrangements exist to save money for charities on stationery, photocopiers, printers, franking machines etc.

### **London Specialist Advice Forum**

The London Specialist Advice Forum (LSAF) is a network of frontline specialist free legal advice agencies across the capital. In partnership with the City Bridge Trust, the advice forum is run for legal advice organisations to share best practices, discuss projects, and identify emerging needs of the sector.

### **Test and Learn Pilot Funding**

We develop and test pilot projects in partnership with legal advice providers and either fund these ourselves or invite other funders to fund jointly. An example of these projects is the Billing Project that we run in partnership with the Legal Education Foundation.

### **Training**

We organise training on relevant and needed topics for legal advice organisations. Where we are not best placed to offer this training, we arrange this through other providers' by offering subsidised training places through partners such as LAPG and LCN.

## **Role Description for Trustees**

Trustees of LLST meet three to four times a year to provide strategic insight, and to decide on grant applications and governance issues. They are supported by an experienced and dedicated staff team led by CEO. The trustees are looking for four new outstanding Trustees who are passionate about access to justice and feel able contribute towards growth of the charity.

## Main Duties

- To have overall responsibility for managing the affairs of the organisation to ensure high quality services for all its users are provided.
- To ensure that the organisation operates within the law and within the confines of any contract it has in place with other bodies such as grant giving organisations, government and local authorities.
- To collectively ensure that the business of the organisation is conducted openly and with integrity.
- To ensure that LLST operates within the terms of the Memorandum and Articles of Association and the overall aims and objectives of the organisation.
- To participate in defining the strategic direction of the organisation.
- To receive and debate material which enables the Trustee board to monitor and regulate the standards of service delivery.
- To establish policies and procedures that underpin the work of the organisation.
- To oversee the financial affairs of the organisation.
- To support CEO in her work to implement the strategic decisions taken by the Trustee board at an operational level.
- To safeguard the reputation and interests of the organisation.
- To work in the context of the delegated authorities and standing orders.

## Person Specification

LLST hopes that across these four appointments, the successful candidates will bring expertise in the following areas:

- Business strategy, leadership and organisational development within private and/or voluntary sector
- Finance and accountancy
- Fundraising, particularly individual and corporate partnerships
- Charity law
- Legal Aid
- Media and public relations
- Digital development and IT

In addition to the skills above, the successful applicants will;

- Be willing to learn about the organisation and attend training and other events to maintain this knowledge.
- Be able to offer time and attend meetings on a regular basis including evening meetings.
- Be capable of expressing opinion.
- Be able to listen to debate and adhere to a decision even where one may disagree with the outcome.
- Have strategic vision
- Have ability to think creatively
- Have willingness to speak their mind
- Have understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Have Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Current trustees and commitment

Richard Dyton – chair  
March Norman Sosnow  
Graham Paul Huntley  
Joy Julien  
Emma Turnbull  
Amanda Illing

Rodger Pressland  
Alistair Woodland  
Katherine Pasfield  
James Harper  
Sarah Mc Keown

Trustees meet three to four times a year in the evenings between 6:30 and 8 pm. Currently, due to the COVID 19 pandemic trustee meetings are held virtually. Usually, the meetings are held in central London around Moorgate or Holborn.

In addition to these meetings, trustees are asked to be part of sub-committees based on their skills and experience. Currently, we have HR, grants and Finance and Audit subcommittees. We will be reviewing these committees following the recruitment of new trustees.

Trustee role is unremunerated, but some expenses such as travel and childcare will be covered.

## Diversity

Having a board that reflects the diversity of the communities that our grants support is important to us. So, we are particularly encouraging people from a range of backgrounds and experiences to apply. We particularly welcome applicants from Black, Asian or Minority Ethnic (BAME) and / or LGBTQ backgrounds, and from different socio-economic, age and educational backgrounds.

## Next Steps

To express an interest in becoming our trustee, please complete attached form and submit with a copy of your CV to [ceo@llst.org.uk](mailto:ceo@llst.org.uk)

**Deadline for expression of interest is Sunday 4<sup>th</sup> April 2021.**

Thank you for your interest and look forward to hearing from you.