



DEVELOPMENT AND PARTNERSHIPS MANAGER (CORPORATE AND PHILANTHROPY)

RECRUITMENT PACK

WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in the role of London Legal Support Trust's Development and Partnerships Manager (Corporate & Philanthropy).

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 four 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

We look forward to receiving your completed applications.

Best regards

Nezahat Cihan

Chief Executive Officer

BACKGROUND

The London Legal Support Trust was started by Bob Nightingale with David Mackie from Allen & Overy and Richard Dyton from Simmons & Simmons who remains chair today. The Trust has raised increased sums year on year through a range of events, and working in partnership with other funders.

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 at the 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 the 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.

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 free 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 services, keep their doors open, or one-off capital costs.

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.

JOB DESCRIPTION

Organisation: London Legal Support Trust

Position: Development and Partnerships Manager (Corporate and Philanthropy)

Reports to: Chief Executive Officer

Staff reporting: Some interns (volunteers)

Salary: £32,500 - £37,500 (depends on experience)

Pension: 5% employer contribution plus employee contribution (following completion of successful completion of probation)

Annual Leave: 20 days + bank holidays

(increases due to years of service to 22 days for 2+, 24 days for 4+ and 26 for 6+)

Hours of work: Flexible working, part time and job share options are available

Terms of appointment: Permanent position to be confirmed following six-month probationary period.

PURPOSE OF THE POST

Building on LLST's reputation in the legal advice sector, to maintain and grow supporter relationships, particularly building a philanthropic and corporate programme to secure funding for our work supporting free legal advice provision in London and the South East.

KEY RESPONSIBILITIES

1. Deliver against fundraising budget and ensure income growth year on year
2. Contribute to the development and delivery of the overarching LLST strategy and operation plan/s.
3. Meet all rules and regulations of Charity Commission, Fundraising Regulator and any other regulators regarding fundraising activities.

PHILANTHROPY AND CORPORATE FUNDRAISING

1. Developing an exciting new HNWI and corporate fundraising programme, building on current excellent relationships and brokering new ones to maximise income
2. Designing and implementing cultivation and stewardship plans appropriate for our audiences.
3. Actively building and managing a network to ensure long-lasting relationships with new and existing partners, maintaining effective communication using various channels.
4. Identifying and building a pipeline of opportunities across multiple channels.
5. Creating well-researched, skilfully-written funding proposals, and leading meetings with prospects with the aim of securing significant donations.
6. Maintaining and developing existing donors, ensuring that they are kept informed of the impact of their support and identifying opportunities to further develop relationships and ensure high levels of retention.
7. Identifying, developing and managing potential sponsors for our fundraising events.
8. Working collaboratively with the events team to maximise overall income.
9. Working with Events Manager to recruit and manage interns/volunteers to support specific fundraising and communications tasks.
10. Representing LLST externally and identifying sector specific corporate opportunities.

EVENTS AND FUNDRAISING

1. Working closely with the Head of Fundraising and Events Manager to promote, organise and manage our sponsored walks and other fundraising events
2. Developing events to cultivate major gifts

GENERAL

Other tasks as required generally commensurate with the post.

Note – This job description does not form part of the Contract of Employment.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS:

1. Enthusiasm for the cause and our work and commitment to social justice and equal opportunities for all.
2. Significant experience of successfully raising funds from corporate & philanthropic sources, working with both business development and account management.
3. Excellent interpersonal skills including written and oral communications skills.
4. Proven ability to communicate with a wide range of people and to liaise with other organisations.
5. Confidence with IT including Microsoft Word, Excel, Outlook, and social media platforms

6. Ability to work well under pressure, with strong organisational and prioritisation skills to cope in a busy environment with competing demands.
7. Highly motivated, with ability to work on own initiative and as part of a small team.
8. Ability to work outside office hours as required, particularly in the build up to events, other busy periods and on the day of events
9. Ability to work collaboratively with a small team to work towards jointly held targets

DESIRABLE REQUIREMENTS:

1. Understanding of commercial legal sector
2. Understanding of the free legal advice and / or pro bono sectors
3. Understanding and experience of the voluntary sector / fundraising / events
4. Experience of Salesforce
5. Experience of working with marketing tools such as Mail Chimp and Pardot
6. Experience of updating and developing websites, particularly WordPress websites.
7. Understanding of GDPR and its impact

EQUALITY AND DIVERSITY

We recognise the positive value of diversity, promoting equality and fairness, and challenging discrimination.

We are committed to providing a supportive and inclusive culture for everyone who needs or provides our services and within our own organisation and will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, gender identity (including transgender), disability, nationality, national or ethnic origin, religion or belief, marital / partnership or family status, caring responsibilities, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other factor.

As employers, we aim to treat all employees and job applicants equally and fairly and not unlawfully discriminate against them.

HOW TO APPLY

To apply for this role, please send copy of your CV with a covering letter of no more than two pages of A4, addressing all the selection criteria under the person specification and send it to recruitment@ilst.org.uk Please ensure that your application fully addresses each of the criteria in the person specification.

You should give the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. References will only be taken once your express permission has been granted.

We ask that you complete the equality and diversity questionnaire. The information collected will be treated as confidential, used for statistical purposes only and will not be treated as part of your application.

We should also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview or when visiting the offices.

Please ensure that you have included mobile, work (if there is one) and home (if there is one) telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

TIME TABLE

Closing date: 09/05/2021

The successful appointment is subject to satisfactory written references.

Queries: For a confidential informal discussion and further information, please contact Nezahat Cihan at ceo@llst.org.uk.