**LONDON LEGAL SUPPORT TRUST**

**Events and fundraising officer**

**Recruitment Pack**

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## Welcome from the chief executive

Thank you for your interest in the role of London Legal Support Trust’s Events and Fundraising Officer.

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

## Background

The London Legal Support Trust was started by Bob Nightingale and a small group of fellow visionaries, a number of whom remain on the trustee board to this day. The Trust has raised increased sums year on year through a range of events, and working in partnership with other funders.

## How we WORK

**London Legal Walk**

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 Chairman 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.

There are too many supporters to list here (more information can be found in our annual reports). To name but a few, 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 (substantial donation, finance recording service for LLST gift aid, free design and printing, interest from their Client Account scheme). Hogan Lovells and Freshfields Bruckhaus Deringer also made substantial donations and design much of our publicity.

Over 860 teams in the 2019 London Legal Walk represented every aspect of the legal profession, solicitors’ firms and barristers’ chambers, in-house lawyers, Law Centres, independent advice agencies and Citizens Advice. Many friends, families and supporters also took part. Some walkers even brought their dogs!

The money raised is distributed to legal advice centre beneficiaries through three annual grant rounds.

**Centres of Excellence/‘M.O.T’ Scheme**

With support from the City Bridge Trust, LLST has developed the ‘M.O.T’/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. Assisted by a specialist procurement expert volunteer, the ‘Every Penny Counts’ project and 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 and printers, franking machines, energy costs, software, hosted cloud solutions, CRM systems and more.

**Other fundraising events**

We deliver a number of other fundraising events during the year, such as the Great Legal Bake and Great Legal Quiz, we support people fundraising for LLST through the London Marathon, Survival of the Fittest, British 10K, Royal Parks Half Marathon, and Walk the Thames.

We have also raised money for our beneficiary organisations through events such as art exhibitions, golf days, musical events, a ball, dance and sky-dive.

## Job Description

Organisation: London Legal Support Trust

Position: Events and Fundraising Officer

Reports to: Chief Executive Officer (initially)

Staff reporting: Some interns (volunteers)

Salary: in the range £25,000 - £27,000 per annum (depending 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: This is a full-time position, 37.5 hours a week. Business hours are typically Monday to Friday, 9:30 a.m. to 6 p.m. with some evening and weekend work, and some travel.

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

## overview of the post

1. to improve, develop and organise our events
2. to maintain and develop our database of supporters and event information
3. to maintain good relations with internal and external contacts
4. to maintain and assist in developing web site and online presence
5. to assist with the recruitment and management of volunteer interns

## Organising events

* 1. Maintain and build on existing events as well as scoping potential new events
	2. Manage sign ups to the events using Salesforce (training provided)
	3. Work with the Event & Fundraising team to produce event and fundraising materials
	4. Draft event correspondence including registration templates, mass mailings and requests for post event feedback via surveys
	5. Attend, help at and supervise events (including volunteers) at events in London and regional events in the South East
	6. Lead on allocated third party events including London – Brighton Cycle
	7. Promote LLST externally and ensure its good reputation is maintained

## improve and maintain website and online presence

* 1. Maintain events pages throughout the events calendar on WordPress.
	2. Help to boost our events through increasing our presence on Twitter, Facebook and through other social media channels

## administrative duties

### Process and input both online and offline events income via mass data upload

* 1. Maintain and improve LLST’s internal database, Salesforce, with regards to events and responsible for sharing expertise and providing the first line of support for events (training to be provided if need be)
	2. Maintain contact database in line with data protection and LLST policy

## general

* 1. Ensure LLST’s activities comply with Charity, company and general law
	2. Assist with the day to day smooth running of the office, and other tasks as required generally commensurate with the post.

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**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. Educated to degree level
3. Experience of event co-ordination in a professional context
4. Knowledge and understanding of CRM systems
5. Experience of using social media for business
6. Excellent interpersonal skills including written and oral communications skills.
7. Confidence with IT including Microsoft Word, Excel, Outlook and the internet.
8. Excellent attention to detail.
9. Ability to work well under pressure, with strong organisational skills to cope in a busy environment with competing demands.
10. Proven ability to communicate with a wide range of people and to liaise with other organisations.
11. Highly motivated, with ability to work on own initiative and as part of a small team.
12. Flexibility and willingness to learn new skills.
13. Professional, reliable and responsible.
14. Ability to work outside office hours as required, particularly in the build up to events, other busy periods and on the day of events.
15. A positive attitude to problem solving.

## desirable requirements:

1. Experience of using Salesforce
2. Experience of using Form Assembly, Canva and InDesign.
3. Knowledge and understanding of maintaining web pages using WordPress

## 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 and send it to recruitment@llst.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.

## Timetable

Closing date: Sunday, 21st November 2021 at midnight

Please note we will be holding interviews on a rolling basis, and this advert may close earlier than the deadline advertised here. Applicants are encouraged to apply at the earliest convenient time.

The successful appointment is subject to satisfactory written references.