LSAF Steering Group: Recruitment pack

Are you passionate about strengthening the specialist free legal advice sector in London? Do you want to play a key role in ensuring that the London Specialist Advice Forum ('LSAF' or 'Forum') continues to reflect the needs and priorities of advice providers across the capital?

We are looking for motivated individuals from across the sector to join the LSAF Steering Group. This is an opportunity to share your expertise, guide the Forum's development, and help maintain a collaborative space where advice providers can connect, learn from one another, and build sector resilience.

1. About the LSAF Steering Group

The LSAF brings together specialist free legal advice agencies from across London to share knowledge, discuss challenges, and strengthen collaboration. The Steering Group plays a key role in overseeing the direction and governance of the Forum, providing strategic and practical guidance to support its development and helping to ensure it remains sector-led, relevant, and impactful. It is made up of individuals from across the specialist free legal advice sector, including advice agencies, membership and network organisations, and others.

2. What you will do

Steering Group members are expected to attend most quarterly Steering Group and LSAF meetings and to remain engaged between meetings as needed – for example, by responding to emails, reviewing circulated documents, and contributing to discussions or decisions.

Key responsibilities include:

- Actively participating in Steering Group and Forum meetings.
- Taking turns to chair Steering Group meetings on a rotating basis, ensuring shared leadership.
- Suggesting topics, speakers, and chairs for Forum meetings, as well as broader strategic developments for the Forum.
- Providing insight from their experience in and knowledge of the sector, including on emerging issues, trends, and challenges.

- Identifying topics that may be useful for policy work and ensuring a balanced focus between legal aid and non-legal aid content.
- Sharing key learnings and potential policy recommendations from Forum discussions with the wider sector and relevant stakeholders.
- Periodically reviewing the Forum's remit and objectives, along with progress towards achieving them.

3. Who you are

We are looking for motivated individuals from across the specialist free legal advice sector in London – whether from an advice agency or a membership/network organisation – who bring:

- Enthusiasm, commitment, and the capacity to contribute actively to the Forum's aims and development.
- Knowledge and experience of the free legal advice sector.
- The ability to provide insight into emerging issues and challenges facing the sector.
- A collaborative approach and willingness to share leadership responsibilities.
- A dedication to strengthening and sustaining free legal advice services, and to ensuring fair access to justice for all.

When selecting new members, we will also consider the overall balance of the Steering Group to ensure it reflects the diversity of the free legal advice sector. This includes representation from different types of organisations (such as Law Centres, Citizens Advice, larger organisations, smaller community groups, legal aid contract holders, and non-legal aid contract holders) and expertise across a range of specialist advice areas, including welfare benefits, immigration and asylum, and housing.

4. Equality, diversity, and inclusion

The LSAF Steering Group values diversity and seeks to ensure that its membership reflects both the breadth of the specialist free legal advice sector in London and the communities it serves. We welcome applications from individuals with a range of experiences, backgrounds, and perspectives, including from Black and minoritised communities, people with disabilities, and those with different professional or organisational experiences. We are committed to ensuring a supportive and inclusive environment for all members.

5. Practical information

Time commitment: Members should expect to commit around 4-6 hours per quarter. There are four Steering Group meetings per year and four LSAF meetings. Additional meetings may be scheduled as needed, depending on the Steering Group's preferences and availability. Each meeting generally lasts 1-2 hours and may be held in person, online, or in a hybrid format. In addition, members should expect ad-hoc emails between meetings that may require responses or input on documents and decisions.

Remuneration: To recognise the time and contribution of Steering Group members, LLST will reimburse the organisations they represent for attendance at Steering Group meetings. Reimbursement is provided only for meetings attended and will be paid as a flat fee of £300 per meeting.

Start of term: January 2026

Term length: Steering Group members serve for two years, renewable once (up to four consecutive years). After this, members must step down but may reapply after a one-year break, depending on the needs of the group and the standard recruitment and selection process.

6. Application process

To apply to join the Steering Group, please complete the short form here.

The deadline for submitting your application is **Wednesday 26 November**.

Applications will be reviewed by LLST and the Steering Group. If more suitable applications are received than there are available spaces on the Steering Group, the group will aim to make a unanimous decision based on the selection criteria outlined above. Where consensus cannot be reached, decisions will be made by a simple majority. In the event of a tied vote, LLST will have the final say to ensure a decision can be made.

Candidates will be informed of the outcome by Friday 19 December.

If you have any questions or would like to discuss the role informally before applying, please contact Lukia at lukia@llst.org.uk.