



**Senior Manager
(Maternity Leave)
Ref: SM(ML)-06-24**

Candidate Information Pack

June 2024



Contents

Foreword	2
About LCNI	3
About this job	5
General candidate information	5
Job description	6
Person specification	9

Foreword from Director

Thank you for your interest in joining the Law Centre team.

This is an opportunity to gain experience of senior leadership in an award-winning regional not-for-profit that works across all communities in Northern Ireland.

Our vision is that we all live in a more just and equal society. We are part of the UK-wide Law Centre Network and our mission is to use the law to change people's lives. In 2021, our work was recognised in the award of Regional Legal Aid Firm/Not-for-Profit category at the *Annual Legal Aid Lawyer of the Year Awards*.

This role is a maternity leave opportunity to join a dynamic and forward-looking senior leadership team. We know that we achieve most when we work with others and we are always striving to improve our services and to make an even bigger impact. We are seeking a leader who will do a brilliant job of leading a high performing team, leading with authenticity and integrity. If you are a creative thinker, who can see the big picture and stand for making a difference in our communities so that everyone's rights are upheld, then we'd love to hear from you. Our specialist legal work currently focuses on social security, asylum, immigration, trafficking and employment law.

The work is deeply rewarding and we can promise you excellent professional development opportunities.

This is a great opportunity for the right candidate to gain senior leadership experience in a highly regarded organisation that will be a springboard to your career progression.

We look forward to hearing from you.

Ursula O'Hare

Director

About Law Centre NI

Established in 1977 as a community law centre for the Belfast area, Law Centre NI expanded its services in the 1990s to cover the whole region. We use a blend of legal, policy and education tools to work for social justice, with a focus on strategic litigation that brings about wider social change.

The Law Centre is a regional second-tier referral agency for the advice sector and also provides assistance to the public in social welfare law. We provide free legal advice and casework, as well as training and information support to the advice network. This includes professional development training and webinars, Adviser Network Meetings, the *Annual Social Security Law Conference* and *Social Justice Lecture*. The Law Centre also produces public legal information resources so that everyone understands their legal rights. Through our policy research and advocacy, we seek to secure progressive change to law and policy, grounded in the direct experience of our clients. We work in partnership across the voluntary sector in Northern Ireland to advocate for progressive social change.

The Law Centre is Lexcel-accredited and regulated by the OISC and the Law Society of Northern Ireland.

As a charity, we are registered with the Charity Commission NI and governed by a Board/Management Committee, all of whom give their time and expertise freely in support of the Law Centre's mission.

Our Vision

We live in a just and equal society

Our Mission

We use law to change lives

Our Values

The following values underpin all aspects of our work with each other and with clients and other stakeholders:

Independence

We advocate consistently on behalf of clients without fear or favour on their behalf in seeking justice and promoting and protecting their rights, independent of any vested interests.

Rights-based

We promote and protect people's fundamental rights.

<i>Excellence</i>	We deliver services to a consistently high standard.
<i>Innovation</i>	We continuously innovate to respond to meet current needs and to plan for a future of changing law and policy.
<i>Co-operation</i>	We work together and with others to achieve shared goals.
<i>Valuing and developing people</i>	We value the inherent dignity of all people. We support the development of staff, volunteers, trustees and members and provide an environment which encourages and facilitates continuous learning, professional development and mutual support.

About this post

You will be part of the senior leadership team that gives overall strategic leadership to the organisation and you will deputise for the Director and report to the Board as required. You will lead on a range of projects at the Law Centre being responsible for upholding our vision, mission and values. You will work closely with members to ensure that they and others get the best services from the Law Centre that supports them in their own work.

You will be a creative thinker. You will have good knowledge of the legal and policy context of the work of the Law Centre with a understanding of legal services and the community and voluntary sector in NI. You will be able to identify opportunities for innovation, generating income to further develop our work on a sustainable basis. Your strong analytical and influencing skills will mark you out as a credible authority in our areas of work.

General Candidate Information

This is a temporary post to cover maternity leave. The post may be filled by secondment of the successful candidate from their current post on Law Centre's terms.

We are open to applications for full-time or part-time hours (minimum 21 hours).

Holiday entitlement is 24 days annually (*pro rata*), building to a maximum of 30 days. This is in addition to 14 statutory and other days (*pro rata*). The leave year runs from April – March. The successful candidate will be expected to take up post as soon as practicable and must be available from the start of September 2024. The successful

candidate will be subject to a probationary period of six months which may be extended in accordance with LCNI policy.

Normal office hours are 09.00 – 17.00 with one hour lunch break and Law Centre offer hybrid working arrangements by agreement, subject to business need. Law Centre offices are currently located at Queen Street Belfast.

CLOSING DATE: Tuesday 16th July 2024 @ 12.00 noon

INTERVIEW DATE: It is anticipated interviews will be held during the **w/c 22nd July 2024** but as we appreciate candidates may have holidays booked at this time, candidates should note on their application form any holidays that are already booked and the panel will do its best to accommodate. As part of the interview, you will be asked to prepare a presentation to the panel and/or complete a short unseen exercise.

Job description

Job Title	Senior Manager
Job Purpose	To be part of LCNI’s Senior Leadership Team, providing overall strategic leadership to the organisation, deputising for the Director, as required and leading on a range of projects and services.
Location	Belfast
Salary	£43,857 - £44,863
Reports to	Director (CEO)
Contact with	Law Centre staff Law Centre members Relevant organisational sub-committees Policy makers and other external stakeholders Elected representatives Funders and potential funders Media Management Board Other appropriate individuals and agencies

Main duties

- 1 You will have a good understanding of our stakeholders and potential stakeholders (members, policymakers, officials, the third sector, the legal sector, academics, funders) and your role is to know and anticipate their likely needs and to create projects and opportunities that they will want from Law Centre, acting as an

effective ambassador for the organisation in all your work and building stakeholder confidence through high standards of personal and professional accountability.

- 2 You will deliver strong performance and line manage a number of direct reports, including policy, comms and professional learning and education professionals. You will also lead our digital transformation work. You will build a high performing and effective team, creating an environment in which people flourish, monitoring and providing effective feedback on performance.
- 3 You will build a network of external collaborative partners who can join with LCNi to deliver new projects. Your role is to know and anticipate stakeholders likely needs and to create projects and opportunities that stakeholders will want to support at the Law Centre.
- 4 You will build a detailed understanding of sources of funding and will work to secure funding not only for the projects that you are developing but also for Law Centre's work more generally.
- 5 As part of Law Centre NI's Senior Leadership Team, and working with the Director, you will develop and agree policy and new projects and find funding for those projects. You will work with the Director and others to establish project teams with the relevant expertise and then work with those teams to ensure delivery of the project.
- 6 Deputise for the Director and report to the Board as required.
- 7 Uphold and model the agreed values of the organisation.
- 8 Ensure the policies and procedures of the organisation are observed.
- 9 Monitor your own professional development and identify training, growth and development opportunities.
- 10 Be available to work outside standard business hours on occasion, in order to meet the demands of the role.
- 11 Undertake such other duties as may be required from time to time.

Note: this role description will be subject to review from time to time in line with the changing needs of the organisation.

Person Specification

Senior Manager (Maternity Leave 2024)

	Essential	Desirable
Qualifications and experience	<p>*E1 Degree qualification</p> <p>E2 Experience of effective management of projects, services and staff to achieve KPIs</p> <p>E3 Experience of developing and managing positive, collaborative relationships that achieve successful outcomes</p> <p>E4 Experience of identifying funding opportunities and securing new funding streams</p> <p>E5 Experience of social policy advocacy that achieves change</p>	<p>D1 Degree in law or social policy</p> <p>D2 At least three years' relevant experience of effective project management, including project management and evaluation and of leading service development</p> <p>D3 Management qualification</p> <p>D4 Experience of managing and supporting a diverse range of professionals to achieve success</p> <p>D5 Experience of working as part of a management team</p> <p>D6 Experience of working within the legal and/or not-for-profit sector</p>
Skills and Aptitudes	<p>E6 Demonstrable leadership skills, including creative problem solving ability and the ability to drive innovation.</p> <p>E7 Strong analytical skills and excellent communication and presentation skills</p>	

	<p>E8 Excellent interpersonal skills with proven ability to effectively negotiate and influence others to achieve successful outcomes.</p> <p>E9 Stakeholder focused with excellent customer service skills</p> <p>E10 Ability to effectively manage time and resources, prioritising and working effectively to tight deadlines and under pressure with ability to be administratively self-supporting and delegate effectively.</p>	
Knowledge	<p>E11 Excellent and demonstrable knowledge of the legal and policy environment of the Law Centre's work</p>	
Commitment	<p>E12 Commitment to aims and values of Law Centre NI</p> <p>E13 Commitment to ongoing professional development</p>	
Circumstances	<p>*E14 Willingness to travel throughout Northern Ireland as required</p> <p>*E15 Available for occasional out of hours work in accordance with the requirements of the post</p>	

*** assessed at sift stage.**