

Project Worker wanted: All-Party Group on Legal Aid – deadline Monday 27 Feb 2017 (5.00pm)

Thanks to funding from the Legal Education Foundation (LEF), the APPG on Legal Aid is looking for a Project Worker to carry out 2-3 days (14-21 hours) work per week over the next 18 – 24 months. The salary will pro-rated based on a FTE salary of £33,800 p.a. We can be flexible on working hours and arrangements and can facilitate home and flexible working.

About the APPG

The All-Party Parliamentary Group (APPG) on Legal Aid was established in July 2009, and is sponsored by the Legal Aid Practitioners Group (LAPG) and Young Legal Aid Lawyers (YLAL). It operates by holding regular meetings at Parliament to discuss issues relating to legal aid. The APPG acts as an important forum for discussion of all issues surrounding legal aid. It provides a point of contact between the Government, Parliament and all who have an interest in the legal aid sector: these include clients, lawyers, the wider public, professional bodies, practitioners' groups, charities, campaign organisations, and many others. It constitutes a practical way of engaging with the ongoing legal aid reform process through contact with Parliamentarians – both MPs and Lords – who have a direct influence on the outcome of that process.

The LEF grant has two primary objectives:

- (1) To maintain the valuable work of the APPG in providing a forum for the discussion and scrutiny of legal aid issues in Parliament. This will raise the profile of legal aid within Parliament by:
 - (a) Maintaining the current cycle of regular APPG meetings and producing and disseminating minutes, briefings and reports from those meetings.
 - (b) Maintaining and improving the APPG website.
- (2) To extend the reach of the APPG by providing LAPG with the capacity to improve understanding of the legal aid system and the availability of legal aid to MPs and Councillors across England and Wales. This will improve public understanding of and access to legal aid by:
 - (a) Engaging directly with MPs and Councillors and, crucially, their support and casework staff, to ensure they understand (i) what types of legal problems are covered by legal aid, (ii) who qualifies for legal aid and (iii) how members of the public access the system including e.g. financial evidence needed at the first interview.
 - (b) Keeping MPs, Councillors and their support staff aware of important developments in legal aid where those developments affect the issues outlined in (a) above.

The second objective is an extension of the APPG's remit and as such we are seeking a Project Worker to support the APPG and assist with other tasks.

Role of the Project Worker

The primary role of the Project Worker is:

- Liaising with MPs, local authority Councillors and their caseworkers (the 'target audience') to promote the legal aid scheme
- Attending meetings with the target audience where necessary to build relationships and promote the legal aid scheme
- Maintaining a database of contacts and stakeholders
- Developing and distributing resources and guides relating to the legal aid scheme

- Developing the APPG website to extend the reach of the APPG
- Keeping the target audience up-to-date with the latest developments on legal aid and related issues
- Working in partnership with secretariats of other relevant APPGs
- Supporting the Director to promote the APPG and LAPG more generally
- Assisting with other LAPG project work as required

The Project Worker may also assist with the parliamentary aspects of the APPG:

- Researching topics for APPG meetings
- Finalising content for meetings with the APPG's steering group and Chair (Karl Turner MP)
- Writing briefings and other materials
- Contacting speakers
- Publicising meetings
- Booking rooms and other facilities
- Researching and making contact with MPs who may be interested in joining the APPG
- Researching and making contact with other relevant APPGs
- Writing articles on the APPG's activities
- Maintaining the APPG's mailing lists of MPs, Lords, Government representatives, and all other interested individuals and groups
- Maintaining the APPG's entry in the official Register of All-Party Parliamentary Groups: for example, replacing members who have left the Group
- Maintaining the APPG's website: for example, adding news stories; uploading minutes

The successful candidate will:

- Have excellent organisational skills
- Have sound IT skills and be comfortable with software for event and contact management
- Have the ability to understand complex legal issues and to explain them to a lay audience
- Have an understanding of the legal aid system and the problems that clients have accessing legal aid and legal advice more generally
- Have the ability to produce clear and accurate minutes, briefings and other documents
- Be able to work independently and as part of a team
- Have an understanding of the APPG system

How to apply

If you are interested in being considered for this role, please submit a completed copy of the application form (see next page) to office@lapg.co.uk, by **Monday 27 February 2017 (5.00pm)**. If you have any questions please contact Carol Storer, LAPG Director, on carol.storer@lapg.co.uk or 020 7833 7431.

Interviews to take place week commencing 6 March 2017.

Application for role of Project Worker to the All-Party Parliamentary Group on Legal Aid

Please type into the expanding text boxes provided (if using the Word version of this document). The completed form should not be longer than two sides of A4.

Alternatively, if you are viewing this in PDF, please type your answers onto a separate document (not more than two pages) and submit to the email address below.

*Please submit your completed form to office@lapg.co.uk by **Monday 27 February 2017 (5.00pm)**.*

Name

Address

Contact phone number(s)

Academic qualifications (starting with the most recent)

Previous relevant experience (please include voluntary/ unpaid work, internships etc)

Why would your skills and experience be relevant to making this post successful? Please answer in no more than 500 words: