

advocate



Legal Projects Coordinator

Thank you for your interest in working at Advocate.

We are a national charity that matches people who need free legal help with barristers who are willing to donate their time and expertise for those who cannot obtain legal aid and cannot afford to pay. We believe that fair and equal access to justice is the foundation of our society, and the quality of your legal representation shouldn't depend on the depth of your pockets, but the merits of your case.

We are the only pro bono charity to provide access to legal assistance in all areas of law, in all courts and tribunals across England and Wales. We exist because committed barristers care about access to justice for everyone. We have been facilitating free legal help since 1996 and have grown into a thriving organisation, working with almost 4,500 volunteer barristers. Our staff team comprises 23 staff and we have 13 trustees on our Board, which is chaired by Sharif Shivji KC.

About the role

We are looking for a Legal Project Coordinator join our team and look after our Pro Bono Connect and Schemes work. This person will support the delivery and coordination of Pro Bono Connect (PBC) and Advocate's schemes, ensuring cases are progressed efficiently, stakeholders are supported effectively, and projects operate to a high and consistent standard. The role will work closely with the Director of Casework and external partners in supporting collaborative pro bono initiatives.

Job Description and Person Specification

Reporting to: Director of Casework

Line reports:	None
Salary:	£31, 733.60
Location:	London and surrounding areas
Contract:	Hybrid working policy with a minimum of two days per week in the London office. Flexibility may be considered for the right candidate.
Closing Date:	Monday 22 nd June - 10.00am
Interviews:	Week commencing 29 th June

Our standard benefits include:

- 25 days' annual leave, plus birthdays, Christmas closure and bank holidays
- Pension scheme
- Ongoing training and development
- Employee Assistance Programme

1. Project Delivery and Case Coordination

- Supporting the Advocate Case Team and panel members to identify and prepare suitable cases for referral to Pro Bono Connect (.)
- Working with the Casework Team, coordinating the matching process between solicitors and barristers in line with agreed PBC processes.
- Managing incoming requests for support, including reviewing case summaries and ensuring required information is complete.
- Supporting the matching process between solicitors and barristers as per agreed PBC processes.
- Acting as a point of contact for participating lawyers, supporting them through the matching process and ensuring a smooth handover once cases are placed.
- Monitoring the progress of cases within the project, maintaining oversight of timelines, follow-ups, and key milestones.
- Maintaining accurate and up-to-date records of cases, stakeholders, and outcomes using relevant systems and databases.

2. Stakeholder Engagement and Partnership Working

- Building and maintaining positive working relationships with solicitors, barristers, chambers, and law firms participating in PBC and Advocate schemes.
- Acting as a first point of contact for project stakeholders, responding to queries and supporting engagement with the schemes.
- Supporting collaboration with external partners, including LawWorks and other organisations involved in joint projects.
- Identifying opportunities to support increased participation in PBC and Advocate schemes, including across regions or practice areas
- Supporting the delivery of stakeholder engagement activity, including events, communications, and outreach linked to the projects.

3. Performance Monitoring and Reporting

- Supporting the collection, collation, and analysis of project data, including case volumes, placement rates, and stakeholder engagement.
- Maintaining accurate records to support reporting requirements for internal and external stakeholders.
- Contributing to regular reporting on project performance, including identifying trends, risks, and areas for improvement.
- Supporting evaluation activities, including gathering feedback from participants and contributing to impact assessment.
- Exercising judgment within established processes and escalating complex or sensitive issues to the Director of Casework where required.

4. Service Development and Improvement

- Identifying operational issues, inefficiencies, or risks within PBC and Advocate schemes, and escalating these to the Director of Casework.
- Contributing to the development and refinement of processes, guidance, and tools to improve project delivery.
- Supporting the implementation of new systems, processes, or digital tools relevant to project work.
- Contributing to the development of best practice in collaborative pro bono delivery, particularly in solicitor–barrister working.

5. Cross-Team Working

- Working closely with the Casework team to ensure alignment between PBC and Schemes activities, and Advocate's core casework service.
- Supporting internal coordination across teams to ensure consistent messaging and efficient delivery.

1. General

- Undertaking any other duties as reasonably requested by the Director of Casework or CEO.

How to Apply

Please submit your CV and a cover letter outlining your relevant experience to recruitment@weareadvocate.org.uk.

Recruitment timeline:

- Closing date – Monday 22nd June - 10.00am

We encourage you to highlight how your skills and experience align with the role. Please note that only candidates whose experience closely matches the requirements will be shortlisted. Due to the volume of applications, we may not be able to respond to all applicants or provide individual feedback.

Equal Opportunities Statement

We are committed to building a diverse and inclusive workforce and actively encourage applications from underrepresented groups. If you require any reasonable adjustments during the recruitment process, please let us know and we will be happy to support you.

Person Specification

Experience and Knowledge

- Experience in a project coordination, casework, or legal support role.
- Understanding of the legal sector, particularly the roles of solicitors and barristers.
- Experience working with stakeholders or partnerships across organisations.
- Experience maintaining accurate records and using databases or case management systems.

Skills and Abilities

- Strong organisational skills with the ability to manage multiple workstreams.
- Excellent communication skills, with the ability to build relationships with a range of stakeholders.
- Ability to manage processes and ensure timely progression of work.
- Strong attention to detail and ability to handle sensitive information appropriately.
- Ability to analyse information and contribute to reporting and service improvement.
- Good IT skills and confidence in using digital systems.

Personal Attributes

- Commitment to access to justice and pro bono work.
- Collaborative and proactive approach to working across teams and organisations.
- Flexible, adaptable, and solution-focused.