

advocate



Trustee Application Pack

About Advocate

What we do

At Advocate, we match members of the public who need free legal help with barristers who are willing to donate their time and expertise to individuals unable to obtain legal aid, and do not have means to pay.

We have been facilitating free legal help since 1996 and have grown into a thriving organisation working with over 4,000 volunteer barristers. As we look towards the future, more of our processes are being taken online, making legal assistance more accessible than ever.

Our History

In 1996, Advocate began with a part-time administrator working from a small room in Gray's Inn. Now, 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.

Advocate was founded as the Bar Pro Bono Unit in 1996 by Peter Goldsmith QC. Starting with only 350 volunteer barristers. In the first year we received 250 applications for legal help, a number that would increase to over 2,000 by 2019. Lord Goldsmith's compassion in recognising the public need for free legal help to be available to those who could not afford it had started something that would become a lifeline for many.

In 2010, Advocate relocated to new premises on Chancery Lane to accommodate its growing size and ambitions. Now, it is part of the National Pro Bono Centre, a hub for pro bono charities across the legal sector. From 1996 to now, we have helped thousands of people achieve the access to justice they deserve, and have established successful partnerships with charities and professional bodies to deliver free legal advice and advocacy where it is most needed.

Our team

Our Board includes seven trustees and is chaired by Mr Justice Knowles.

Our staff team comprises of our fifteen dedicated casework, fundraising and administrative staff.

We work with over 4,000 volunteer barristers at all levels of seniority, as well as a committed team of student casework volunteers who join us daily at the National Pro Bono Centre.

Additional activities

Supplementary to our core activities, we also drive key initiatives including [Pro Bono Connect](#), [Bar in the Community](#), several duty court schemes and host the annual [Bar Pro Bono Awards](#).

Current priorities

To increase accessibility to expert legal advice:

- Launch our online application process
- Increase barrister volunteers
- Increase collaborative working with the advice sector

Trustee role description

About the role

Advocate's Trustees take overall responsibility of Advocate's strategic direction and ensure that we continue to fulfil our mission of finding free legal help from barristers, for those unable to pay.

We are looking for **three new trustees (including a Treasurer)** to join us and are particularly interested in hearing from candidates with backgrounds in:

- Accounting/Finance
- The Advice Sector
- Fundraising
- Communications and Marketing
- IT
- Members of the Junior Bar

Time commitment

You would be expected to attend meetings every six weeks at the Advocate's offices at the National Pro Bono Centre, generally lasting no more than two hours. On occasion you would be expected to participate in other groups, events and meetings as requested.

Requirements of the role

- Attend board meetings every six weeks
- A willingness to support the Chief Executive and the staff team, particularly in those areas in which you have particular expertise
- Assist in fundraising and associated activities as requested
- *(Treasurer only)* Review and advise on Advocate's financial controls and processes

Remuneration

The roles of Trustee and Treasurer are unpaid positions, however reasonable out of pocket expenses may be reimbursed following Board consideration.

Application process

Applications are by CV and supporting statement, to be received by **Monday 17th February 2020.**

If you would like to find out more about the role please contact Advocate's Chief Operating Officer, Shyam Popat on 020 7092 3409, who would be happy to discuss the role further.

Personal Specification

KNOWLEDGE AND EXPERIENCE	E	D	Treasurer only
Strong understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship	X		
Appreciation of the nature of risk management at Board level	X		
Outstanding record of professional achievement in current field	X		
Knowledge and appreciation of the challenges facing the Access to Justice Sector	X		
Experience of working within the advice and voluntary sector in a senior/client facing role		X	
Marketing and communications experience, including social media campaigns and strategy		X	
A proven track record in fundraising, which may include Trusts and Foundations, legacy donors, online campaigns and events		X	
IT experience, which may include database migration and management, paperless working and CRM development		X	
Member of the Junior Bar of England and Wales		X	
Qualified accountant			E
Auditing experience			D
SKILLS AND ABILITIES			
Strong ambassadorial and influencing skills – inspiring trust and confidence	X		
Able to think strategically and work well with/challenge senior staff	X		
Highly effective communication and interpersonal skills	X		
Able to galvanise external relationships to build support for Advocate	X		

PERSONAL ATTRIBUTES			
Willingness to devote the necessary time and effort to support Advocate's success and progress	X		
Independent, strategic and creative thinker	X		
Sound judgment, honesty and integrity	X		
Collaborative team player and able to contribute to healthy debate	X		

Application process

To apply for the position of Trustee or Treasurer, please submit a CV and supporting statement for Board consideration.

Your supporting statement should outline your interest and suitability for the role, taking into account the requirements set out in the role description and personal specification. Kindly ensure the statement does not exceed two pages of A4.

Please send applications to Stacey Lamb at slamb@weareadvocate.org.uk by **9am on Monday 17th February 2020**.

If you would like to find out more about the role please contact the Chief Operating Officer, Shyam Popat on 020 7092 3409, who would be happy to discuss the role further.

Interviews dates to be confirmed.

Further reading

To find out more about our work, volunteers and supporters please visit our website and read our most recent annual report [here](#).

For further details on the duties and responsibilities of a trustee, please visit the [Charity Commission website](#).

Thank you for your interest.