



**Director of Innovation & Engagement
(DIR I&E-10-21)**

Candidate Information Pack

October 2021



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Foreword from Director

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

Law Centre NI (LCNI) is 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 and our mission is to use the law to change people's lives.

In 2021, Law Centre NI was winner in the Regional Legal Aid Firm/Not-for-Profit category in the Annual Legal Aid Lawyer of the Year Awards.

We are part of the UK-wide Law Centres Network.

The Director of Innovation and Engagement is a new role in the Law Centre in the context of our continuing growth and development as the regional law centre in Northern Ireland serving the needs of all our communities. You will be part of a dynamic and forward-looking senior leadership team, joining the Law Centre as we develop our new strategic plan for the next three years and as we celebrate our 45th birthday next year.

We know that we can 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 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.

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 legal information resources. 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:

<i>Independence</i>	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.
<i>Rights-based</i>	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 Role

This is a pivotal role in the Law Centre. 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 innovation and engagement at the Law Centre being responsible for ensuring that we live our vision, mission and values. You will provide leadership on our policy work and work closely with members to ensure that they and others get the best training, information and quality 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 law and policy context of the work of the Law Centre with a understanding of

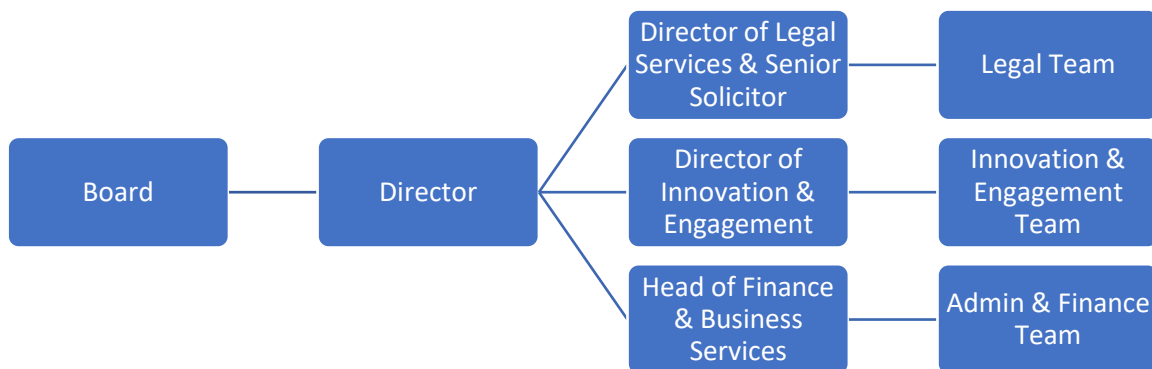
legal services and of the advice and community and voluntary sector in Northern Ireland. You will be able to identify opportunities for innovation, generating income to further develop our work on a sustainable basis. Your strong analytical and influencing skills will mark you out as a credible authority in the social welfare law policy environment.

How we will measure success in this role

This new role will support the ongoing success of the Law Centre. We will be looking to measure how effectively this role operates and what contribution it makes to achieving LCNI’s vision and mission. To do this we will consider:

- The outcomes and impact of LCNI policy advocacy;
- The number, breadth and reach of new projects developed;
- The impact that those projects have and the traction they get in the sector and elsewhere;
- The breadth and depth of the strategic partnerships developed;
- The outcomes and impact of LCNI training and other services;
- The funding generated and its overall contribution for LCNI’s financial health.

Our organisational structure



The innovation and engagement team at Law Centre NI is a multi-disciplinary team of research, policy, communications, legal information, community engagement, training and quality professionals. Currently, it is envisaged that you will have five direct reports.

Strategic Plan

The Law Centre’s current Strategic Plan 2018 – 2021 is available here: [Strategic-Plan-2019-2021-Final-Web-Version-2.pdf](http://lawcentreni.s3.amazonaws.com/Strategic-Plan-2019-2021-Final-Web-Version-2.pdf) (lawcentreni.s3.amazonaws.com)

We are currently preparing a new strategic plan for 2022 – 2025.

General Candidate Information

This is a permanent post, subject to ongoing funding. The post may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on Law Centre's terms. We will also consider requests for flexible working arrangements.

A reserve list may be drawn up from this competition for a period of up to one year.

Holiday entitlement is 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days. The leave year runs from April – March. The successful candidate will be expected to take up post as soon as practicable. 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. Law Centre is located at Queen Street Belfast.

CLOSING DATE: Monday 1 November 2021 @ 16.00

INTERVIEW DATE: It is anticipated interviews will be held **w/c 15 November 2021**. As part of the interview, you will be asked to prepare a presentation to the panel and complete a short unseen exercise.

ROLE DESCRIPTION

Job Title	Director of Innovation and Engagement
Post	Full-time permanent, 35 hours per week
Job Purpose	To lead on innovation and engagement at Law Centre NI in pursuit of its vision and mission and to be part of LCNI's Senior Leadership Team, providing overall strategic leadership to the organisation, deputising for the Director, as required.
Location	Belfast
Salary	SPC points 38 - 41 (£40,760 - £43,662) commencing at point 38, £40,760
Reports to	Director

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

1.0 BUILDING RELATIONSHIPS

- 1.1 You will have a detailed understanding of our stakeholders and potential stakeholders (in this case policymakers, officials, members, the third sector, the legal sector, academics, funders) and excellent connections within those communities;
- 1.2 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;
- 1.3 Your role is to provide expert guidance and leadership within the team with responsibility for leading and managing innovation and engagement activities;
- 1.3.1 You will line manage a number of direct reports, building a high performing and effective team-working environment in which people flourish, monitoring and providing effective feedback on performance.

2.0 BUILDING PROFILE

- 2.1 You will be a public face of the Law Centre and you will champion and represent our work with your target stakeholders and in the media with the aim of establishing your reputation as a “go to” person in the field;

- 2.2 You will build a network of external collaborative partners who can join with LCNI to deliver new projects;
- 2.3 You will build Law Centre's engagement with other stakeholders, ensuring LCNI makes effective research and policy contributions and delivers effective training, quality and communications interventions in support of our mission.

3.0 BUILDING SUPPORT

- 3.1 You will work with the Director and Head of Research and Policy to build support for LCNI policy priorities;
- 3.2 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;
- 3.3 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.

4.0 OTHER PRIMARY RESPONSIBILITIES/ PROFESSIONAL DEVELOPMENT:

- 4.1 As part of Law Centre NI's Senior Leadership Team, and working with the Director, you will develop and agree new projects and find funding for those projects;
- 4.2 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;
- 4.3 You will work with the team to ensure that Law Centre's work is constantly receiving the recognition that it deserves and act as the public face of LCNI on the projects and for the communities that are supported by LCNI;
- 4.4 Deputise for the Director and report to the Board as required;
- 4.5 Uphold and model the agreed values of the organisation;

- 4.6 Ensure the policies and procedures of the organisation are observed;
- 4.7 Monitor your own professional development and identify training, growth and development opportunities;
- 4.8 Be available to work outside standard business hours on occasion in order to meet the demands of the role;
- 4.9 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.

October 2021

Person Specification

Director of Innovation and Engagement (DIR I&E- 09-21)

	Essential	Desirable
Qualifications, and experience	<p>E1 Third level qualification</p> <p>E2 Experience of evidence-based policy advocacy that achieves progressive outcomes, including through engagement with policy makers</p> <p>E3 Experience of leading and developing services that achieves successful outcomes</p> <p>E4 Experience of developing and managing</p>	<p>D1 Degree in law or social policy</p> <p>D2 At least three years' relevant experience of policy advocacy, research and leading service development</p> <p>D3 Management qualification</p> <p>D4 Experience of managing and supporting a diverse</p>

	<p>positive, collaborative relationships that achieved successful outcomes</p> <p>E5 Experience of identifying funding opportunities and securing new funding streams</p>	<p>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> <p>D7 Experience of project management and evaluation</p> <p>D8 Experience of working with the media</p>
<p>Skills and Aptitudes</p>	<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.</p>	

Knowledge	E11 Knowledge of the policy context of the Law Centre's work	
Commitment	<p>E12 Commitment to the 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>	