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Trustee Application Pack

**About us**

We are a 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 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 have been facilitating free legal help since 1996 and have grown into a thriving organisation working with almost 4,500 volunteer barristers. Our team comprises 23 dedicated casework, communications and administrative staff, as well as a committed team of student casework volunteers who work with us daily. We have 13 trustees on our Board which is chaired by Sharif A Shivji KC.

**About the role**

We are looking for three candidates with a commitment to access to justice and the work of Advocate. We are looking for people with experience in:

1. **Marketing and communications:** We need help to support us in strengthening our communications with a view to better engaging the Bar, raising the profile of pro bono and raising the issue of access to justice with the public.
2. **Advice sector:** There is a pressing need for us to have a trustee who works within the legal advice sector (preferably for a frontline agency) and who understands the society we serve.
3. **Clerking and business management:** We are interested in recruiting a Senior Clerk or Chambers Director with strong connections and influence across the Bar to support our engagement work chambers nationwide.

We are looking to increase diversity in our governance roles within Advocate. We therefore welcome applications from communities across the UK and particularly encourage applications from ethnic minority backgrounds or other underrepresented backgrounds or with experience and understanding of either.

**Time commitment and requirements of the role**

* Trustees attend board meetings every eight weeks which generally last no more than two hours. We anticipate that the majority of board meetings will be held remotely, with one each year held in person in London. We work as a team and look for people willing to take part in discussions.
* A willingness to commit the necessary time and effort and to apply your experience and expertise to support the Chief Executive and the staff team, engaging in conversations to help improve our work. This includes assisting in events and other associated activities as requested.
* A commitment to our vision of access to justice for all and an understanding of the responsibilities of being a trustee.

**Remuneration**

The roles are unpaid positions, however reasonable out of pocket expenses may be reimbursed, particularly to assist with travel costs.

**Application process**

To apply for the position, please submit a CV and a short supporting statement of no more than two pages to recruitment@weareadvocate.org.uk setting out:

1. A description of why you want the role
2. What you would bring to the role.

We would be grateful if you would also complete the [equal opportunities form](https://forms.gle/1RfvwXBNbqqgBL6B8) if you are willing to do so.

If you would like to find out more about the role please contact Rebecca Wilkie, Chief Executive, rwilkie@weareadvocate.org.uk, who would be happy to discuss the role further.

The deadline for applications is Friday the 8th March at 9am. Interviews will be held remotely on the week of the 18th March.

**Further reading**

To find out more about our work, who we help, our volunteers and supporters please visit our [website](https://weareadvocate.org.uk/) – [www.weareadvocate.org.uk](http://www.weareadvocate.org.uk).

For further details on the duties and responsibilities of a trustee, please visit the [Charity Commission website](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3).

Thank you for your interest.