

Our ref: PM  
Your ref:  
Date: May 2026

Dear Applicant

**Re: Trustee Recruitment**

Thank you for your interest in becoming a trustee of South West London Law Centres.

The board of trustees is seeking to recruit new trustees to replace a number of trustees who are retiring to help support the law centre to grow and prosper. If you have a passion for access to justice and believe that you can improve the impact the SWLLC can make, then we look forward to hearing from you. We are particularly looking for people with skills in the following :-

- Human Resources
- Fundraising
- Finance
- Community Representation

We are also looking for representatives from local groups who would like to join our board who are able to bring a local perspective to our work or those who have lived experience of the issues that the law centre seeks to address.

To apply to, please send your CV with a covering letter to [recruitment@swllc.org](mailto:recruitment@swllc.org). The applications will be considered on a rolling bases, and we encourage you to submit as soon as possible.

A panel of trustees and senior management team will review your application. If we consider that your skills and experience are a good fit with the Law Centre, you will be invited for an informal discussion with the panel about our work and the trustee role. A recommendation will be made to the board of trustees.

Please message us through [recruitment@swllc.org](mailto:recruitment@swllc.org) for further information on making your application or if you have any queries in the meantime.

I look forward to receiving your application.

Yours sincerely,

**Patrick Marples**  
**Chief Executive**  
South West London Law Centres

## **ABOUT SOUTH WEST LONDON LAW CENTRES & WHAT WE ARE LOOKING FOR**

### **Who are we?**

South West London Law Centres (SWLLC) is one of the larger Law Centres in England and Wales, with over 50 years history, providing free legal advice, representation and access to justice services across South West London.

Today, SWLLC operates across three offices in Croydon, Wandsworth and Merton and supports thousands of people each year through legal aid, grant-funded services, court duty schemes, community-based projects and a large pro bono clinic programme delivered in partnership with volunteer lawyers and City law firms.

Our work focuses primarily on social welfare law, including housing, debt, immigration and welfare rights. Alongside our legal casework, we also work with community partners, volunteers and local organisations to improve access to justice, strengthen awareness of legal rights and support community-led responses to local issues.

We operate within an increasingly challenging environment for legal aid and charitable organisations, with growing demand for services and ongoing pressures across the sector. Strong governance, strategic leadership and long-term sustainability are therefore central to the future direction of the organisation.

Please review our website for details of the breadth of services that law centre offers across social welfare law - [www.swllc.org](http://www.swllc.org)

**Time commitment:** 6 Board meetings per year.

Take place through a mixture of in person and online meetings in the evenings (usually midweek between 6pm – 7:30pm). The in-person meetings take place in our offices in Croydon. As well as this meeting trustees join one of our sub committees that meet between board meetings and report back to the board.

Overall, we expect the role to take around 1 day per month.

**Reporting to** Chair of Trustees

### **Role Description**

In addition to the general statutory duties of charity trustees and company directors, trustees need to take account of :-

### **Specific duties of SWLLC Trustees:**

#### **Vision, values and strategic direction**

- To contribute actively to the board of trustees' role in giving firm strategic direction to SWLLC, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that SWLLC seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of SWLLC

- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, SWLLC vision and values

#### **Performance management**

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the Chief Executive and monitor their performance
- To safeguard the good name and values of SWLLC

#### **Compliance**

- To ensure that SWLLC complies with all legal and regulatory requirements
- To ensure that key risks to SWLLC are identified and effectively managed and that professional advice is sought and considered where appropriate

#### **Prudent management of assets**

- To ensure the financial stability of SWLLC through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

#### **Good governance**

- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity **SWLLC**

### **TRUSTEE PERSON SPECIFICATION**

SWLLC works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. SWLLC Board vacancies are normally advertised. Application is normally by written application, followed by interview. The application and interview are evidence based and we will look for clear examples of how candidates meet the essential criteria below.

#### **Personal competencies**

SWLLC Trustees are expected to demonstrate the following personal competencies:

##### **ESSENTIAL**

#### **Commitment**

1. Ability to understand and accept the duties and liabilities of being a charity Trustee and company director.
2. Commitment to the vision, mission and aims of SWLLC
3. A willingness and ability to devote the necessary time and effort

#### **Focus**

4. Ability to think and apply knowledge strategically
5. Ability to keep mission-focused
6. Ability to analyse and evaluate management information and other evidence

**Communication and team working**

7. Ability to communicate clearly and sensitively and to take an active part in discussions
8. Ability to work effectively in a group
9. Ability to challenge constructively and ask questions appropriately

**Accountability**

10. Ability to exercise sound and independent judgement
11. Willingness to make and stand by collective decisions