



Development Team Intern

Contract	Full time (35 hours per week), initially for 6 months with an option to extend
Salary	London Living Wage (currently £11.05 per hour)
Location	Primarily working from home with some travel to Central London. Other travel may be required.
Reports to	Head of Income Generation & Service Development
Functional links	Development Team and all LCN staff
Closing date	Midday Wednesday 31 August 2022
Start date	September 2022

ROLE PURPOSE

There are 40 Law Centres across England, Wales and Northern Ireland. Each year they provide free legal advice and representation to hundreds of people who need help with the problems of everyday life. They champion human rights and equality and challenge exclusion and discrimination, using the law to achieve social change. The Law Centres Network (LCN) is the membership body for Law Centres.

We're looking for an exceptional intern to work with our Development Team. You'll be supporting Law Centres to improve and extend their services, engage with their local communities, and identify and implement best practice. You'll also be working with community groups and non-profits who want to join our growing network and supporting the work of the wider LCN team.

Example Duties (not exhaustive)

- Working with the Head of Income & Service Development to maintain and develop our internal digital platform, including research and drafting internal communications
- Supporting the Community Engagement Officer to develop a nationwide community of practice
- Supporting the Learning & Transformation Lead to develop and deliver an annual

- programme of training and learning opportunities
- Helping to test new services and tools
- Research, collation and sharing of best practice
- Learning about Law Centres and the Network
- Responding to Law Centre support requests
- Providing admin support to the Development Team and the wider LCN team
- Drafting and distributing internal communications
- Helping to plan and deliver the LCN Annual Conference
- Other duties as reasonably required

WHAT WE ARE LOOKING FOR

- Can work in an open, iterative and collaborative way in a multidisciplinary team.
- Self-starter and self-motivated with ability to prioritise and schedule
- Able to demonstrate a high degree of discretion, tact and confidentiality
- Able to use initiative and constantly seek to improve
- Outstanding communication and interpersonal skills with the capability to engage a variety of stakeholders
- Willingness to work as part of a team and take on other duties as requested
- Aware of how to turn research data into clear findings that inform decisions. Has some experience involving colleagues in analysis and synthesis to increase consensus and challenge assumptions
- Has some experience of the voluntary and community sector and / or working in Law Centres
- Experience of administration including keeping notes and actions from meetings, managing diaries
- Can make use of Microsoft 365, including managing diaries through Outlook and able to learn to use other collaborative software tools
- Supports the mission of Law Centres and LCN

Unfortunately, we do not provide Tier 2 sponsorship.

BACKGROUND

The Law Centres Network (LCN) was established in 1978 as a national collaboration by Law Centres to co-ordinate activity and to be the voice of Law Centres. Over 40 years on, LCN continues to pursue its original purpose and as such, it strives for a just and equal society where everyone's rights are defended. We do this by supporting Law Centres across the UK to use their legal skills as a tool for social change. We aim to support and sustain Law Centres, to support the continued growth of the network of Law Centres, and we campaign for social justice on behalf of Law Centres and their clients. We do this by:

- Supporting our 40 member Law Centres with a range of activities: our role is to plug the gap and help Law Centres stay ahead. These services include training; helping Law Centres develop user-led service design approaches; fundraising assistance and consultancy; compliance and development consultancy; crisis support and assistance; and bringing Law Centres together to share learning, collaborate and support one another
- Growing the network: although Law Centres assist over 200,000 people each year, there are many thousands of people in need of legal assistance who do not have access to a Law Centre. We identify areas where Law Centres could be established, supporting groups to establish them or existing organisations to become Law Centres; and initiating new Law Centre services for particularly vulnerable groups
- Advocating for social justice: we work closely with Law Centres to use our shared experience to advocate for the expansion of access to justice, challenge adverse public policy decisions, influence legal aid and other relevant policies, and represent Law Centres at all levels of Government.

Our work contributes directly to that of Law Centres. Without Law Centres, hundreds of thousands of vulnerable people a year would have no meaningful access to justice, would be unable to resolve their problems and so would be held back in their lives from taking up opportunities and realising their potential.

Without LCN, each Law Centre would be trying to meet these demands alone, rather than pooling resources to find better ways of maintaining and developing services. Law Centres are uniquely positioned as the only not-for-profit specialist advice organisations giving lawyer-led advice and representation on a variety of social welfare law issues. As their umbrella body, LCN is the only organisation that supports them in this.

About the need for the work

Even before the pandemic, the UK had over 14 million people living in poverty, of which over 4 million children and some 1.5 million who are destitute. A decade of austerity policies has increased demand for our assistance (by 400% in welfare rights alone), as both entitlements and routes to redress were hit. For the time being, Brexit and Covid-19 are two major and unprecedented factors are expected only to widen hardship. Already the digitalisation of the justice system, now accelerated by social distancing, is leaving many people excluded.

Over the same period, Law Centres have been challenged by a 40% drop in funding, and since 2013 legal aid no longer covers many problems that are key to our work: welfare and employment rights, housing disrepair, school exclusions and immigration, among others. Hundreds of thousands of cases every year are no longer being helped by legal aid to challenge wrong decisions or denial of services or entitlements. We think this is the wrong choice for government to make. To us, access to justice for all, regardless of the ability to pay, is as fundamental as universal healthcare and social security.

To push back against this, we are building a movement for social change, to make the UK a more equal society, founded on social justice and the rule of law. To many these are abstract concepts: our challenge is to make them concrete if we are to gain their support. This means communicating the everyday work of Law Centres to show its practical benefit to people – just how it helps protect homes, lives and livelihoods. It means analysing and explaining the wider impact that resolved legal issues have for life chances, for health and for the resilience of local communities. Justice and access to it may not be the only component helping people thrive, but they are an essential part of the mix. With a unique role to play in this, Law Centres are needed now more than ever.
