### Strategic Legal Fund – Project Manager

**Start date:** Sept/Oct 2020– two year fixed term contract

**Working Hours:** Part time post – 3 days per week. Applications for flexible working will be considered.

**Location:** Farringdon, Central London although currently working from home

**Reports to:** Chief Executive

**Annual leave:** 25 days per annum FTE

**Salary:** £30,000 to £35,000 (FTE) depending on skills and experience. Pension 5% of salary.

**Application Process**

Please submit your CV, a supporting personal statement and a completed equal opportunities monitoring form. The personal statement should be no more than 2,000 words long and should tell us how you qualify for the role with **specific reference to each of the elements of the Person Specification detailed on the Job Description (so that is the nine essential criteria and the four desirable criteria)**.

The CV, personal statement and equal opportunities monitoring form should be sent in **word format** to Amira.rady@ilpa.org.uk no later than **9am on Monday 17th August 2020.**

Interviews will be held on 25th August 2020. Shortlisted candidates will be notified by Friday 21st August. Applications from individuals only – no agencies.

**Strategic Legal Fund – Project Manager**

**Purpose of job**

The post-holder will have responsibility to oversee and coordinate the delivery of the recently expanded *Strategic Legal Fund for vulnerable migrants*. This is an innovative programme of grant funding, supporting strategic legal work that benefits people experiencing problems related to their immigration status. This is defined as work where the impact is likely to go beyond an individual case, and to result in changes to law, policy and practice that will benefit a wider group of people. The fund supports pre-litigation research and third party interventions in cases before the courts, as well as advocacy related to the legal activities undertaken.

Grants can be awarded to non-governmental organisations and law firms. The Fund has been under ILPA management since 2017 on behalf of Trust for London, Esmée Fairbairn, the Joseph Rowntree Charitable Trust, the Paul Hamlyn Foundation and Unbound Philanthropy.

The post provides an opportunity to contribute strategically to supporting the legal sector working on migrants’ rights in the UK. You will gain experience of all aspects of the grant-making process in the intersection of legal and policy work on issues facing migrants and refugees in the UK today.

The ideal candidate may be someone wishing to develop a career in philanthropic work in this area, or build relationships with esteemed human rights lawyers and social justice organisations. Whatever their interest, they will bring to the work a flair for organising, building relationships and supporting joint working and the vision to see the separate grants as part of a coherent whole.

For further information about the Fund and the type of work we support see http://www.strategiclegalfund.org.uk.

**Main Tasks:**

* To liaise with applicants including legal practitioners and organisations working with migrants across the UK;
* To manage and co-ordinate the meetings of the expert panel advising on bids and the decision-making panel making grants;
* To manage the project budget and be responsible for invoicing, processing and maintaining records of income and expenses relating to the Strategic Legal Fund;
* To manage monitoring and evaluation, collecting reports from grantees and available data evidencing outcomes, and preparing reports and updates for ILPA and for the funders;
* To communicate updates and successes by grantees on the SLF website and on social media;
* To build capacity of groups and individuals working in support of migrants, including arranging workshops to encourage the submission of funding proposals;
* To fundraise on behalf of SLF and to link with other funders who support strategic litigation.

**Person Specification**

**Essential**

1. A proven record of project management;
2. Good working knowledge of the refugee and migrant sector in the UK;
3. Experience of coordinating networks of organisations or individuals, including running meetings;
4. Experience of working with and communicating with a range of external stakeholders;
5. Excellent written and oral communication skills;
6. Excellent administration skills;
7. Experience of being grant funded and/or fundraising;
8. Ability to take initiative and work independently;
9. Good IT skills and competency in the use of office IT programmes and equipment and managing and updating a website.

**Desirable**

1. Experience of grant-making;
2. An understanding of strategic litigation and good legal analysis skills;
3. A project management qualification such as Prince 2 or equivalent
4. Experience of using accounting packages and CRMs and experience of Quickbooks and Salesforce