



Strategic Legal Fund – Project Manager

- Start date:** July/August 2017 – two year fixed term contract
- Working Hours:** Part time post – 2 or 3 days per week. Applications for flexible working will be considered.
- Location:** Farringdon, Central London
- Reports to:** Chief Executive
- Annual leave:** 25 days per annum FTE
- Salary:** £28,000 to £33,000 (FTE) depending on skills and experience. Pension 5% of salary.

Please submit your CV and a supporting personal statement. The personal statement should be no more than 3,000 words long and should tell us why you want this position and how you qualify for it with specific reference to each of the elements of the Person Specification detailed on the Job Description. The CV and personal statement should be sent to claire.laizans@ilpa.org.uk no later than **9am on Tuesday 27th June 2017**.

Interviews will be held on Wednesday 5th July 2017. Shortlisted candidates will be notified by Friday 30th June 2017. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
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Strategic Legal Fund – Project Manager

Purpose of job

The post-holder will have responsibility to oversee and coordinate the delivery of the Strategic Legal Fund for vulnerable young migrants. This is an innovative programme of grant funding, providing rapid turnover of applications for small grants for legal work with children and young people under immigration control. It funds research to support the development of a legal strategy and to build a case, and interventions in a case before the courts. Grants can be awarded to non-governmental organisations and to law firms. ILPA has taken over the management of this very successful fund for Trust for London, Esmée Fairbairn, the Joseph Rowntree Charitable Trust, the Paul Hamlyn Foundation and Unbound Philanthropy. For further information see <http://www.strategiclegalfund.org.uk>.

The post provides an opportunity to gain experience of all aspects of the grant-making process and the management of grants at the intersection of legal and policy work on young migrants and refugees. The ideal candidate may be someone wishing to develop a career in philanthropic work in this area, or work on strategic litigation in this field. Whatever their interest, they will bring to the work a flair for organising and supporting joint working and the vision to see the separate grants as part of a coherent whole.

Main Tasks:

- To liaise with potential bidders including legal practitioners and organisations working with them across the UK;
- To manage and co-ordinate the meetings of the expert advisory panel advising on bids and the decision-making panel making grants;
- To manage the project budget;
- 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 establish and develop working links between groups and individuals working in support of young migrants, including arranging workshops to encourage the submission of bids.

Person Specification

Essential

- A proven record of project management;
- Experience of outreach work;
- Experience of coordinating networks of organisations or individuals, including running meetings;
- Excellent written and oral communication skills;
- Excellent administration skills;
- Good IT skills and competency in the use of office IT programmes and equipment and managing and updating a website.

Desirable

- Experience of work on immigration and nationality law or policy in the UK;
- Experience of grant-making;
- Experience of supporting applicants for grant funding;
- A project management qualification such as Prince 2 or equivalent;
- Experience of using accounting packages (Quickbooks) and CRMs (Salesforce).