



Co-ordinator – Strategic Lead

Starting salary -£24,799 (pro rata £14879.40)

Salary scale – SCP 19 to 28

Contract – part time, 21 hours

Job share – not suitable

A full Job Description, Person Specification and application form is available on our website - www.derbyshirelawcentre.org.uk under the news and events page.

NOTE - we DO NOT accept CV's.

The role

You will work as a member of the collective Management Team and Trustees in developing and co-ordinating the delivery of an organisational Business and Action Plan. The ability to 'see the bigger picture' within the legal sector will be an advantage. As part of the role you will be required to co-ordinate the Annual Report / Annual General Meeting and oversee the Training and Development Plans for staff and volunteers.

As the Strategic Lead co-ordinator you will need to establish effective relationships with staff and wider partner organisations, such as Local Authorities and the Law Centres Network.

Required Education, Skills and Qualifications

Experience of leading service delivery within a legal setting or advice service would be advantageous to the role, as would an understanding of the not-for-profit sector.

Organisation

Derbyshire Law Centre is a registered not-for-profit legal charity whose aims / mission is to serve disadvantaged people living in Derbyshire. The Law Centre has been in existence since 1989 and has enjoyed support from public and voluntary sectors and communities across the county. Its primary aim is to provide free specialist legal services in areas of social welfare law to individuals and families on low incomes, including debt, housing, employment and immigration.

Benefits

- 31 days' annual leave, plus bank holidays (pro rata)
- Flexible working arrangements
- Pension Contribution 8%

Full information pack available through Derbyshire Law Centre website, under news and events section.

Apply method: Email (dlc@derbyshirelawcentre.org.uk)