

DERBYSHIRE LAW CENTRE

JOB DESCRIPTION

TITLE OF POST: Coordinator Strategic Lead (21 hours)

DURATION: Fixed term 12 months

MAIN PURPOSE OF JOB

To provide the strategic lead on organisational issues affecting the Law Centre, alongside the Coordination Unit, Workers Group and Management Committee (as appropriate).

The post holder(s) will be part of the workers group collective at the Law Centre and undertake limited shared duties in the overall running of the Law Centre.

LOCATION OF THE POST

The post holder will be based at the main premises in Chesterfield or at any other Law Centre premises within the catchment area.

RESPONSIBLE FOR:

The post holder will not be responsible for any paid staff. However, as part of the collective, they may be responsible for the supervision / support of other staff including volunteers, as directed by the Law Centre's workers group.

SUPERVISION:

The post holder(s) will be a member of the Law Centre's workers group, working as a collective with responsibility for the day to day management of the Law Centre. The workers group is responsible to the management committee of the Law Centre.

OTHER RESPONSIBILITIES:

ROLE AUTONOMY OR DECISIONS MADE:

The postholder needs to be self-motivated and able to work under their own supervision and manage work priorities. The postholder must be able to work as part of a team.

MAIN DUTIES OF THE POST

Strategic Lead

To provide strategic lead on the production, update and implementation of the Law Centre's strategic documents including the Business Plan and Action Plan.

1. Create/update the Law Centre Business Plan through:
 - a. Organising the annual business planning event
 - b. Facilitating the Management Committee
 - c. Coordinating on arranging the Annual General Meeting.

- d. Coordinating the development of the Annual Report.
- e. Working with Coordination Unit to develop ideas around the legal services
- f. To co-ordinate the provision of training, by developing, maintaining and monitoring a Training and Development Plan, to all staff, volunteers and Management Committee members within the Law Centre.
- g. To co-ordinate an appraisal system for all staff and volunteers.
- h. Develop, maintain and monitor the Action Plan.
- i. Present the Business Plan and associated documents to Management Committee
- j. Reviewing the Plan and updating on progress
- k. Attend Management Committee meetings
- l. Working with the Coordinator (Office and Resources) on financial aspects impacting on the Business Plan

Networking

- 2. Keeping up to date with LSC/LCN information which may impact on the Business Plan, including attendance at the LCN Regional Meetings
- 3. Working with the Local Authorities around strategic issues.
- 4. Working with other agencies around strategic issues, particularly in relation to legal services

In addition

- 5. To maintain computerised and written records to the standard required and in line with the case management procedures of Derbyshire Law Centre;
- 6. To attend and participate in meetings including workers group, management committee, co-ordination unit meetings and other relevant events;
- 7. As part of the workers group, to contribute to and be responsible for the day to day management of the Law Centre;
- 8. To supervise volunteers as appropriate, and to participate in peer supervision of workers' collective members;
- 9. To adhere to and positively promote the Law Centre's Equality and Diversity policies in all aspects of their work;
- 10. To undertake any other duties as agreed between the post holder(s) and workers group or Management Committee, in consultation with the relevant trade union where necessary.
- 11. To be responsible to the management committee and to ensure that its policies and decisions are implemented.
- 12. Where appropriate, to assist any other staff member in their areas of work.