



Administrative Assistant

- **Hours:** 21 hours per week (with some flexibility as to how these are allocated across the week)
- **Salary:** £15,000 per annum pro rata (full-time equivalent salary £25,000 per annum)
- **Term:** Fixed term until 31st March 2026
- **Holiday:** 25 days pro rata (actual holiday 15 days)
- **Benefits:** Statutory pension scheme
- **Location:** Home working (to be based in the UK) but with occasional travel to Central London for in-person meetings and events (approx 2-3 days per month)

This is a fixed term role until 31st March 2026, with the possibility of extension if additional funding can be secured.

Introduction

LAPG is a membership body representing legal aid practitioners in England and Wales and the clients they serve. Our members are private practice and not-for-profit organisations, Law Centres, barristers and costs lawyers. We believe that access to justice is a fundamental right and as such we campaign for a fair, comprehensive and accessible legal aid scheme. We work closely with other representative bodies to raise awareness about the importance of legal aid, the work of legal aid practitioners and the needs of clients. We seek to work with the Legal Aid Agency and Ministry of Justice on specific issues, and attend a range of operational and policy meetings. We respond to consultations on justice issues. You can find out more about LAPG [here](#).

One of the projects we host is the LAPG Management & Leadership Hub which exists to provide training, consultancy and capacity building resources to non-profit specialist advice organisations (like Law Centres and Local Citizens Advice). In addition, we are actively building a community of managers across the non-profit advice sector. The Hub also provides the Funder Plus programme to support grantees of the Access to Justice Foundation and London Legal Support Trust. This includes the provision of training (on issues such as management and leadership skills) and resources (policies, procedures, templates and guidance etc.) as well as consultancy support, mentoring and troubleshooting.

The Administrative Assistant will provide support across all of LAPG's work (including our annual conference and the Legal Aid Lawyer of the Year Awards) but with a focus on supporting the work of the Management & Leadership Hub. The role holder will support LAPG's Head of Learning & Development in the delivery of training projects, for example, by managing admin tasks such as updating our learning platform, formatting materials and

maintaining attendee records. The role holder may also assist in video editing and creation of online content as well as event management.

Key Task Areas and Duties

1. Provide general administrative support to the Head of Learning & Development, Organisational Development Consultant and Hub Director.
2. Update the learning platform with materials and resources regularly as the Management & Leadership Programme progresses.
3. Support the delivery of various events run through the Hub (mix of in-person and online events).
4. Create and maintain various datasets relating to the Hub's work.
5. Edit recordings of training sessions and upload them to the learning platform.
6. Help with the collection and analysis of audience feedback.
7. Format pre-existing training materials (PowerPoints, Word documents, PDFs etc.).
8. Field and direct requests/questions from training participants.
9. Assist team members with keeping website content up-to-date and relevant for the target audiences.
10. Assist with the organising and delivery of LAPG's training events, annual conference and the Legal Aid Lawyer of the Year Awards.
11. Other administrative and support tasks as appropriate.

Person Specification

We are looking for someone with a real interest in our work and who wants to actively contribute to LAPG achieving its goals. This is not a role for someone who is content to just wait to be told what to do.

Qualifications

- Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)
- Entitled to live and work in UK

Experience

- working in an office environment

Knowledge & Understanding

- Good knowledge of and confident using Word, Excel and Powerpoint
- Knowledge of video editing, event management and video conferencing software would be helpful but not essential

Skills

- communicate clearly, accurately and helpfully both verbally and in writing with colleagues, learners, members and other stakeholders
- recognise the confidentiality of certain types of information
- work effectively and efficiently under pressure

Personal Characteristics

- Adaptable
- Purposeful and resourceful
- Problem-solver with a 'can-do' approach
- Flexible & team player
- Ability to keep calm and focussed in pressurised situations
- Enthusiastic

If you have any questions about the role or about LAPG or the Hub, please contact Andrea Shumaker at Andrea.Shumaker@lapg.co.uk.

To apply, please email your CV and a detailed covering letter explaining how you meet the criteria and why you are suitable for the role to anna.neira.quesada@lapg.co.uk . The deadline for applications is **23.59 on Friday 19th April 2024.**

LAPG is committed to equality, diversity and inclusion (EDI). We welcome applications from anyone with the skills and attributes required for this role. LAPG wishes to monitor its progress towards implementing our commitment to EDI. Please help us by completing our voluntary [Equality, Diversity & Inclusion Monitoring Form](#). You can either print off the form, or we can post a form to you on request.

Please return the form anonymously (no cover letter required) to LAPG, 12 Baylis Road, SE1 7AA. Forms will not be processed until after the recruitment process has been completed. The form will not be seen by the recruitment panel and plays no part in the recruitment process.