



## Organisational Training & Development Associate

- **Hours:** 21 hours per week (with some flexibility as to how these are allocated across the week)
- **Salary:** £35,000 per annum pro rata (actual salary £21,000 per annum)
- **Term:** Fixed term until 31<sup>st</sup> 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 (normally 2-3 days per month)

This is a fixed term role until 31<sup>st</sup> March 2026, with the possibility of extension if additional funding can be secured. There is also the potential for this to become a full-time role if additional funding can be secured.

We are happy to consider secondments provided that the secondee can devote the full 21 hours each week to this project.

### Introduction

The LAPG Management & Leadership Hub exists to provide training, consultancy and capacity building resources to non-profit specialist advice organisations (like Law Centres and Local Citizen's Advice). In addition, we are actively building a community of managers across the non-profit advice sector.

We also provide the Funder Plus (grantee support) programme for 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 Hub is run by [Matthew Howgate](#), an experienced sector consultant and trainer. Hosted by [LAPG](#) its aim is to help sustain and strengthen the advice sector thus expand access to advice for the vulnerable and marginalised.

We believe that by strengthening management, leadership and governance within organisations we can both make those organisations more resilient and help create space for them to help more people.

## **The Role**

Currently the Hub relies primarily on the Hub Director, supported by LAPG's Learning & Development Coordinator and external consultants to develop, design, create and deliver services. The Associate role is aimed at bringing in someone with a real interest in organisational development to work with the Hub Director in all aspects of the Hub's work.

We see this as an opportunity for someone who wants to develop and expand their knowledge and experience but who also wants an opportunity to take the lead in developing and delivering resources, training and support.

## **Core Responsibilities**

- Helping to identify training needs and then working on the development and delivery of any resulting training courses and resources.
- Providing practical support for organisational development activities such as creating policies, modifying documentation, or working on charity organisational development (strategic, operational and financial planning, restructuring, evolving organisational culture, strengthening governance etc.)
- Identifying patterns and common issues arising from contact with organisations within the sector that indicate individual and organisational development and capacity needs and helping to develop suitable responses to address those needs.
- Participating in various forums to share knowledge, maintain expertise, pioneer best practice, provide and benefit from peer support.
- Contributing to the effective running of the Hub by helping with general administrative and business support functions as necessary (as everyone working in the Hub does).
- Maintaining accurate and up-to-date records using data systems.
- Assisting the Director to prepare reports and comply with other funder monitoring requirements.

## **Person Specification**

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

## ***Essential Criteria***

- Self-starter, proactive and excellent organiser
- Approachable, confident and at ease with others
- Good interpersonal skills and an ability to communicate clearly and effectively both verbally and in writing.
- The ability to interpret and communicate complex information in a user-friendly manner when dealing with enquiries

## ***Desirable Criteria***

- Experience of working in the non-profit advice sector
- Experience of organisational development, particularly in the charity sector
- Experience of developing and / or delivering training
- Experience of hosting and facilitating networks & meetings both online and in-person
- A good understanding of charity governance and management
- A good understanding and knowledge of the practical application of organisational development, capacity building, training and support principles, policy and practice, in voluntary sector
- Experience in using the relevant tech (document production, video editing, PowerPoint presentation design etc.)

**Please Note:** This is not a route to a legal advice role or training contract. This is a management and organisational support role that just happens to be in the legal advice sector.

If you have any questions about the role or the Hub, please contact Matthew Howgate at [matthew@mhconsult.co.uk](mailto:matthew@mhconsult.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](mailto:anna.neira.quesada@lapg.co.uk) . The deadline for applications is 23.59 on Friday 12<sup>th</sup> April 2024.

We are willing to consider accepting a candidate as a secondee provided that the secondment lasts not less than 12 months, and the appointee can commit the full 21 hours per week. This means that people in existing management and development roles who wish to maintain those roles whilst developing their skills will be considered.

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.