



Events & Resource Development Officer Candidate Information

Your role in the Public Law Project (PLP)

As a staff team, we have lots of ideas about improving our financial security and sharing our knowledge and skills. Although the vast majority of our income comes from legal fees and grants for specific projects, we feel we have the potential to increase our income from activities like providing training, putting on conferences and other events, or producing written materials. Unfortunately, we do not have the time to develop, let alone market, most of these ideas ourselves, and there may well be others that we have not even thought of.

So we need someone to help us carry out an audit of the assets that we have within PLP – principally our own knowledge and skills, and those of others that we can tap into - and then to convert them into income for PLP. We already organise training courses and conferences, and we are developing a bank of other individuals and organisations that can help with the provision of time and resources. This will become your responsibility.

We want someone who will get to know and understand what PLP is all about, who can then be given a free rein to develop and put into practice their ideas within the ethos and charitable objectives of our organisation. We do not want a fundraiser who spends their time targeting trusts and corporations. We want to be able to provide something that others will pay for!

This is an exciting opportunity for someone who is bright, creative, imaginative and self motivated. You do not need to have had any legal training, although some knowledge of the sector in which PLP operates would be an advantage. You will be responsible to the Project Director and will provide the drive and 'blue sky' thinking.

The post is a part time one, and we are able to be flexible in terms of how you work your 17 and a half hours during each week. We have obtained funding to pay your salary in full for one year, and then this sum is reduced over years two and three, but we envisage the role continuing beyond that. You will be given a small income target in year one, which should be achievable as you

will be taking over the running of an already successful event (our conference). More of your time in the first year will be spent in planning for the future. Your target increases in years two and three respectively. Whether this post remains viable is largely up to you – though we will help as much as we can, because we want it to be successful too.

About PLP

We are a national registered charity, founded in 1990, with the object of providing assistance in matters relating to public law to people and groups who historically have had little or no access to public law remedies. We have been a feature of the legal and social policy landscape for some 13 years.

We define public law as:

the framework and principles of law which govern the exercise of power by public bodies, including the administration of justice, the roles of central and local government, the provision of public services, the activity of major public corporations and institutions.

We are also particularly concerned with both the processes of decision making and with the exclusion of significant groups of people from justice.

The Project has three aims:

- to increase the accountability of public decision makers;
- to enhance the quality of public decision making; and
- to improve access to justice.

Our resources ...

The impact of our work has always been disproportionate to the size of our organisation. In part this is due to the links that have been forged with other like-minded organisations such as Liberty, Age Concern, Citizens Advice, (formerly the National Association of Citizens Advice Bureaux), and Values Into Action, along with progressive sets of barristers' chambers and individual members of the judiciary. It is also a result of the way we work, combining research and policy work, especially around access to justice issues, with training, test case litigation and specialist advice.

There is also a great deal of goodwill towards PLP amongst practitioners, academics and judges, and we are therefore able to call upon outside expertise to support our work. This is often of mutual benefit, as PLP is a well respected organisation in the field of public law.

PLP's work is undertaken by an experienced and committed staff group consisting of an Administrator, two Lawyers, a Researcher, and is managed by a Lawyer/Director. Our work is complimented by legal and administrative volunteers.

PLP's decision making body is a management committee whose members have a long standing involvement in public law issues.

Our recent work ...

Research & Training.

2003 saw the launch of our latest research report, the 'Impact of the Human Rights Act on Judicial Review', at a conference chaired by the Court of Appeal judge Lord Justice Stephen Sedley, and attended by legal practitioners, academics and members of the judiciary. A further successful conference was held in April last year, discussing the effectiveness of non-litigious ways of solving disputes between individuals and public bodies, known as Alternative Dispute Resolution (ADR), now the subject of our new research project.

October 2004 saw the first PLP conference for practitioners – 'Judicial Review – Trends & Forecasts', hosted by the City firm Herbert Smith - what we hope will become an annual event.

We are now beginning a process of updating how we present ourselves - our website, letter headings etc.

Advice & Casework

PLP takes approximately 500 calls per year on a specialist advice line from solicitors and community organisations. This may result in short one-off advice, or a complex longer term collaboration.

Recent casework includes a case pursued by PLP on behalf of its clients all the way to the House of Lords, which finally confirmed that after-care services for those who had previously been sectioned under the Mental Health Act of 1983, had to be provided free of charge. We also brought an important test case concerning the impact of the Human Rights Act on dispute resolution procedures in the social services/community care context.

We are now developing a casework and training service tailored towards small voluntary organisations which find their existence threatened as a result of funding cuts proposed or made by their local authority funder. This follows on from a successful court challenge against such a decision made by Leicester City Council, brought by PLP on behalf of Leicester residents.

Policy work

We are currently involved in cases involving the Health and Safety Executive, (HSE), the body charged with the responsibility to investigate accidents at work, and to enforce Health and Safety legislation. As a result of our work, the HSE accepted that many of their policy statements and guidance on disclosure issues were contradictory and the Director-General has arranged for the HSE's 'Open Government Policy' to be put on its website so that

members of the public can access it more readily. Its decision making should also become more transparent as a result.

JOB DESCRIPTION AND CANDIDATE SPECIFICATION.

EVENTS & RESOURCE DEVELOPMENT OFFICER AT THE PUBLIC LAW PROJECT

When we shortlist for this post, and when we interview, candidates will be assessed on their skills and experience as set out in the job description, using the selection criteria set out here. In completing the application form, you should show how your skills and experience match these criteria. The criteria are provided to ensure that all candidates are assessed on the same basis. CVs and testimonials should not be sent as they will be disregarded.

If you have a disability which you think may interfere with your ability to do the job as described, please let us know and we will discuss the position with you and try to resolve it.

JOB DESCRIPTION

This post will be directly responsible to the Public Law Project's (PLP) Director.

Specific activities and responsibilities:

1. Together with the Director, to identify and keep under review, assets available to PLP that have the potential for income generation. These assets include the skills knowledge and experience of PLP staff and of those who support its work.
2. To develop both new and existing links with organisations, firms and individuals who may be able to assist PLP directly or indirectly.
3. Identify organisations, firms and individuals that may benefit from the assets PLP may offer, and to consult on their training, information and other support needs.
4. To develop and market such assets in imaginative and creative ways.
5. To continue and develop current ideas and to develop and implement new ideas for conferences, training courses, and other events. This will include liaison with speakers, venue administrators and PLP staff and Management Committee.
6. Investigate and develop the self-financing potential of the post and to develop and sustain a core income for PLP beyond the conclusion of external grant funding, in accordance with targets set by the Director.
7. General administration and word-processing in connection with own work, to include regular written reports to the Project's Management Committee.

8. Participation with other staff in the day-to-day operation of PLP's activities.
9. Undertake other tasks appropriate to the role as requested by the Director or the Management Committee.
10. The postholder will be expected to attend some evening meetings and travel as required. On rare occasions this may involve being away from home overnight. Reasonable notice will be given of commitments outside normal working hours and time off in lieu may be taken by arrangement.

CANDIDATE SPECIFICATION

Essential Criteria

1. An understanding of, and commitment to, the aims of the Public Law Project.
2. An awareness of the social and legal issues in the public law field, or a willingness to learn.
3. The ability to think creatively and to find solutions.
4. The ability to communicate with and to promote PLP both orally and in writing to a wide variety of groups and individuals including lawyers, members of the judiciary, voluntary sector groups and other individuals in a professional way.
5. Ability to plan and implement fundraising strategies and to set, manage and oversee budgets.
6. Self-motivation and ability to prioritise, meet deadlines and work under pressure.
7. Experience of training and information development work, (or similar), including costing and financing experience
8. Familiarity with standard computer word processing software – Windows, Word, Excel etc; and the willingness to be self-servicing and to work flexibly in a small multi-disciplinary team.
9. Understanding of and commitment to equal opportunities.
10. Willingness and ability to (i) be flexible about working hours, including attendance at occasional evening meetings, and (ii) travel to other parts of the country from time to time.
11. One or more of the following:
 - (a). Experience of dealing with the media.

- (b). Knowledge or experience of fund-raising.
- (c). Experience producing promotional materials using standard paper or web based media.
- (d). Experience of PR or communications strategy.
- (e). Experience of organising conferences or similar events.
- (f). Knowledge of the legal advice sector.

Terms & Conditions.

Hours: Part time: 17.5 per week.

Salary: £14,250 plus a 10% pension contribution payable to you or to your pension provider at your option.

Leave: 12.5 days pa plus Bank Holidays