



Job Title: Director

Organisation: Youth Legal and Resource Centre

Location: London, UK

Salary: £45-50,000 (pro rata depending on experience)

Contract Type: Part-time (21 hours per week), Permanent flexible working (at least 1.5 days a week in the office) and 30 days annual leave pro rata. Applicants who wish to work more hours will be considered.

About Us:

The Youth Legal and Resource Centre (YLRC) is a London-based charity dedicated to providing free legal advice, representation, and advocacy services to young people facing social, economic, and legal challenges. Our mission is to empower young individuals by ensuring they have access to the legal resources and support they need to navigate complex legal systems and protect their rights. We work with a diverse range of stakeholders, including local communities, schools, legal professionals, and policymakers, to create a more equitable and just society for all young people.

Role Overview:

The Director will be the strategic and operational leader of the Youth Legal and Resource Centre. Reporting to the Board of Trustees, the Director will be responsible for driving Youth Legal's vision, managing day-to-day operations, and ensuring the sustainability and growth of our services. The ideal candidate will have a deep commitment to social justice, extensive experience in the non-profit sector, and a proven track record in legal services, youth advocacy, or related fields.

Key Responsibilities:

Strategic Leadership:

- Develop and implement Youth Legal's strategic plan in alignment with its mission and values.

- Work closely with the Board of Trustees to set organisational goals and ensure their successful execution.
- Identify and respond to emerging legal and social issues affecting young people.

Operational Management:

- Oversee the day-to-day operations of the Centre, ensuring effective and efficient delivery of services.
- Lead and manage a team of legal professionals, support staff, and volunteers, fostering a collaborative and inclusive work environment.
- Ensure compliance with all legal, regulatory, and funding requirements.

Financial Oversight:

- Develop and manage Youth Legal's budget, ensuring financial stability and sustainability.
- Lead fundraising initiatives, including grant writing, donor relations, and partnership development.
- Monitor and report on financial performance to the Board of Trustees.

Advocacy and External Relations:

- Act as the primary spokesperson for Youth Legal, representing YLRC in public forums, media, and with key stakeholders.
- Build and maintain relationships with partners, including legal professionals, community organisations, government agencies, and funders.
- Advocate for policies and practices that advance the rights and well-being of young people.

Service Development and Impact:

- Oversee the design, delivery, and evaluation of legal services with the senior solicitor to ensure they meet the needs of young people.
- Monitor and evaluate the impact of the Centre's work, using data to inform decision-making and improve services.
- Innovate and expand the Centre's services in response to the changing needs of young people and the legal landscape.

Governance:

- Support the Board of Trustees in fulfilling their governance responsibilities.
- Provide regular updates and reports to the Board on Youth Legal's activities, challenges, and achievements.
- Ensure that Youth Legal's policies, procedures, and practices reflect best practices in the sector.

Qualifications and Experience:

- A relevant qualification in law, social work, public administration, or a related field.
- At least 3-5 years of experience in a leadership role within a non-profit, legal services, or youth advocacy organisation.
- Extensive knowledge of the legal challenges facing young people, particularly in the areas of education, housing, immigration, and criminal justice.
- Proven ability to develop and implement strategic plans, manage budgets, and lead teams.
- Strong fundraising and partnership development skills, with a track record of securing funding from diverse sources.
- Excellent communication, advocacy, and public speaking skills.
- Demonstrated commitment to social justice, diversity, equity, and inclusion.

Personal Attributes:

- Visionary and strategic thinker with a passion for empowering young people.
- Collaborative and inclusive leader who can inspire and motivate a diverse team.
- Resilient and adaptable, with the ability to navigate complex challenges and drive change.
- High level of integrity, professionalism, and emotional intelligence.

Application Process:

Interested candidates should submit the completed application form along with their CV and a covering letter. Applications should be sent to valerieclark@youthlegal.org.uk by 6pm, 4th November 2024.

Short listing will be in the w/b 4th November and
Interviews arranged in person for w/b 11th November 2024

YLRC is an equal opportunity employer. We encourage applications from individuals of all backgrounds, particularly those with lived experience of the issues we address.