

# THE JUSTICE FIRST FELLOWSHIP SCHEME

Host information  
booklet

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# 01

# GENERAL INFORMATION

**The Justice First Fellowship Scheme (JFF) is a prestigious Scheme established to support the next generation of students committed to public interest and social justice issues who want to pursue a career in social welfare law. The Scheme has been established by The Legal Education Foundation (TLEF), in partnership with other funding organisations in the social welfare law sector.**

The Scheme's focus is on law graduates who have passed their LPC or BPTC (or the equivalent in Scotland or Northern Ireland) and are seeking to complete their training contract or pupillage before taking up a role in social welfare law. Our aim is that the Fellowship Scheme will come to be seen as a respected route to a career in this important area of law, with Fellows going on to become leaders in their field and important advocates for access to justice and the rule of law.

The Fellowship has three parts:

1. A two-year fully-funded training contract / pupillage placement in a selected specialist social welfare law agency.

2. Alongside the compulsory training, Fellows are supported by their host organisation to develop their own access to justice project in order to gain programme development skills and experience and to provide additional capacity for the host organisation to develop a potentially new area of work.
3. Fellows are brought together throughout the two-year period to receive support, training and access to useful networks, and to feel part of a wider movement of lawyers committed to access to justice.

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# 02 ELIGIBILITY FOR THE JUSTICE FIRST FELLOWSHIP SCHEME

## Applicants

Applicants for Fellowship positions must meet the following criteria:

English or Welsh training contracts – must have passed the Legal Practice Course (LPC) at the time of application.

Scottish training Contracts – must have passed the Diploma in Legal Practice/Diploma in Professional Legal Practice (DLP) at the time of application.

Northern Irish training contract – must have graduated with a recognised law degree and be eligible to apply for September (of the following year) admission to the Solicitors apprenticeship scheme at the Institute of Professional Legal Studies (Queen’s University Belfast)

Pupillage – must have passed (or be expected to pass by 1st October) the Bar Professional Training Course (BPTC)

The applicant must be willing and able to commit to serving a two-year term as a Fellow commencing in January. In the case of Northern Ireland this will be April/May. The Bar timetable is slightly different with the Fellowship Programme starting in September at the Bar Pro Bono Unit (or other pre pupillage host) for one year followed by a one year pupillage in Chambers or employment.

The applicant must have demonstrated a commitment to public interest or social welfare law. TLEF is particularly interested in students who wish to effect change in the legal community, such as members of public interest and/or pro bono organisations on campus and those who have dedicated time to serving low-income or less privileged communities either during or prior to law school.

Applicants must be aware that the project is a major component of the JFF Scheme.

# 03 HOST ORGANISATIONS

## Applying to host a Fellow

Each year, the Foundation runs an open application process to invite proposals from specialist not for profit and / or private social welfare law agencies to host Fellows. The selected host organisations receive a grant from TLEF that fully covers the salary and support costs of employing the Fellow.

## Application timetable

The Application timeline is set out on our website: <https://jff.thelegaleducationfoundation.org/host-opportunities/timeline/>

## Eligibility

An applicant organisation has to show that it is:

- committed to, and expert in, different categories of social welfare law
- innovative, effective and thinking creatively about its future sustainability
- involved, in different ways, in work that is of national significance
- registered as training establishments with the relevant regulatory authority

Applications are reviewed by TLEF Governors and organisations that best meet the criteria go on to be selected to be offered a grant.

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# 04 GRANT AGREEMENT INFORMATION

If selected, the Host organisations will receive an email from TLEF informing them that they have been successful and asking them to provide the following details to enable TLEF to create a Grant Agreement:

Bank account details for the Host Organisation

- Bank
- Sort Code
- Account Name
- Account Number
- Basic salary and on-cost details (please split the cost between Pension and NI) for the Fellow

## Unique Grant Reference Number

On receiving confirmation of your being selected as a Host your organisation will be issued with a unique grant reference number for the grant – please quote your unique grant reference number on all correspondence with TLEF at all times.

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# GRANT AGREEMENT ADDITIONAL INFORMATION

### TLEF will pay for:

- The salary, National Insurance and any pension contribution.
- A contribution of up to 50% (to a maximum of £15,000) of the basic salary of the Fellow towards supervision costs.
- A laptop computer up to the value of £1,000. The purchase of the laptop for the Fellow should be included in the invoice for the first quarter and a scanned receipt is required.
- The PSC or equivalent compulsory training. The PSC is arranged centrally by TLEF.

### Professional Skills Course (PSC)

TLEF currently has an arrangement with BPP to provide this course free of charge. Fellows are required when booking the PSC to contact Stephen Mannion to obtain their free place. His details are:

**Stephen Mannion**  
**Programme Support Manager**  
Stephenmannion@bpp.com  
+44 (0)161 235 7125

Fellows will need to say that they are a Justice First Fellow and that the training has been arranged through TLEF. Please note that only 2 Justice First Fellows are allowed to attend per course at any one time.

# 06 INFORMATION REQUIRED FOR TLEF WEBSITE

**Once a signed Grant agreement is received, TLEF will require for its website the following information:**

1. A Job Description and Person Specification for the JFF opportunity (examples are available on TLEF website).
2. A brief summary of your organisation (examples are available on TLEF website).
3. A contact email address for any queries relating to the opportunity.
4. A copy of the organisation's logo in JPEG, PNG or EPS format.

On receipt of the above information the Host Organisation will be given a profile page on TLEF Justice First Fellowship website.

The Host Organisations must advertise the JFF opportunity on their website and it is essential that they publicise the opportunity wherever possible eg to suitable volunteers, interns, existing staff and other relevant existing contacts and on multimedia platforms Twitter/Facebook etc.

'The Host Organisations must advertise the JFF opportunity on their website and it is essential that they publicise the opportunity wherever possible.'



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# FELLOWSHIP APPLICATION TIMELINE

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1. The JFF opportunity for training contracts will be advertised on the TLEF/JFF website once a signed Grant Agreement is received together with the job description/Host Organisation details.
2. The application window opens mid-August see website for details <https://jff.thelegaleducationfoundation.org/how-to-apply/timeline/>. All applicants are required to fill in a common on-line application form where they will indicate which host organisation they are applying to.
3. The JFF applications window closes mid-September. All applications must be submitted through TLEF website. Late applications will not be considered. See website for details.
4. The application window for Pupillages opens in May/June (please see TLEF website).  
Hosts must advertise the pupillage on the Pupillage Gateway, stating that applications are to be made through the JFF website.

# 08 SHORTLISTING AND INTERVIEW ARRANGEMENTS

## Shortlisting

1. TLEF will provide access through an online portal (log in details and password will be emailed to you) to the respective completed applications to each Host. Each Host must select the candidates they wish to interview and inform TLEF of their decision.
2. On an agreed date and once the shortlist selection has been completed (mid-October) TLEF will send an automated email to all applicants informing them whether they have been shortlisted or not. TLEF does not enter into any correspondence with the applicants apart from sending this automated email.
3. The Host Organisations then writes to their selected shortlisted applicants to ask them to attend for interview and at that time request any further information they require (e.g. CVs as this information is not included on the application form).
4. TLEF to be sent copies of the letters emailed to shortlisted candidates.

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## Interview Arrangements

5. Interviews will take place during November/early December. For pupillages this process will take place in July. Please consult with TLEF before arranging the final interview dates as the interview process will involve a member of TLEF executive attending in an observer capacity.
6. Please try to keep the shortlist for final interview to no more than 6 people.
7. Shortlisted applicants must be available to attend for interview. Reasonable travel costs for the interview will be reimbursed by TLEF.
8. When informing the candidate that they have been successful in being shortlisted and arranging interview please emphasise that the project is a major component of the Fellowship Programme and the candidate will normally be expected to include a short presentation on a proposed project at interview (see section 10 for more information about the project).
9. TLEF should be sent (7 days in advance) a pack of the interview questions and any other information for each of the shortlisted candidates together with a timetable and map/directions.
10. Once interviews have taken place and the successful candidate selected the Host Organisation writes to the candidate confirming the appointment copying in TLEF. The Host Organisation will also be responsible for informing the unsuccessful shortlisted candidates.

# 09 STARTING THE FELLOWSHIP

## Training Contracts

1. The Fellow should normally start their training contract during January. In the case of Northern Ireland, the selected JFF candidate will be appointed a Fellow on a “conditional” basis (the post being conditional on achieving a place on the NI solicitors’ vocational training after offer of post and passing the Institute of Professional Legal Studies final examination).
2. Hosts will be required to provide to TLEF (by end-January) a short bio and an outline of the Fellow’s project together with a work email address for the Fellow for inclusion on the website (for examples of previous bios/projects please see TLEF website).
3. Training Contracts must be registered by the Host with the appropriate training authority.

4. If your Fellow has worked as a paralegal it might be possible for them to be exempt from a period of recognised training and thereby they might be able to complete their training earlier. Your Fellow will need to contact the SRA and if eligible complete an Equivalent Means Application Form.

## Pupillage

5. Year one – Fellows will be employed by an advice agency (starting in September). This will provide the Fellow with valuable programme development experience and help them to build a network of contacts that will contribute to building a career once the Fellowship support comes to an end.
6. Year two – Fellows would be based at their host chambers (starting in October), meeting the requirements of pupillage.
7. The host organisation in each year will be required to provide TLEF (by end of July/early August) a short bio and work email address for the Fellow for inclusion on TLEF website together with a brief outline of the Fellow’s project.

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## General

8. All Fellows and Hosts will be invited to a JFF Conference and Dinner to be held in London in early February (overnight accommodation will be paid for centrally by TLEF and travel expenses will be reimbursed on receipt of signed claim form and scanned receipts). At the conference photos will be taken of all Fellows and Hosts for inclusion on TLEF website and use in publicising the Scheme.
9. At the end of June/beginning of July, a second one-day conference will take place in London. This will not usually involve an overnight stay. Travel expenses will be reimbursed by TLEF on receipt of expense claim form and scanned receipts.

# 10 THE PROJECT

**The project is an important dimension of the Fellowship, giving Fellows the opportunity to develop wider non-legal skills that will be essential as their careers develop.**

It also gives the host organisation some additional capacity to develop a new area of work that could potentially contribute to the salary of the Fellow after TLEF funding comes to an end. We have found that this works best when the project is aligned with the business plan of the host organisation rather than being about developing an area that stands apart from what the organisation is already seeking to achieve. Hosts have successfully used projects in a variety of ways including carrying out researching and scoping needs, services or opportunities for litigation, building new partnerships, developing and testing a new service or method of delivery (e.g. tech), producing reports or guidance on an issue or publicising work in other ways. In some cases, Fellows' projects have contributed to opening up significant new areas of work and securing new sources of funding. Organisations manage the projects in different ways, some give Fellows a specific allocated day

in the week and others integrate it more into the day-to-day work. It is important that Fellows are given sufficient time for the project.

As noted in section 8 on interview arrangements, it works well for applicants to be asked at interview to make a presentation on a project idea. Such a presentation is a useful exercise in its own right as part of recruitment in terms of testing preparation and presenting skills. It has also, in some cases, identified an area of work that the successful applicant has gone on to implement as their project. In others, however, the choice of project is the result of a discussion between Host and Fellow. As above, it works well to deploy the Fellow on a project that fits with organisational priorities. At the same time, it makes sense for the project to be something that matches the Fellow's skills and interests.

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# LOGO AND COMMUNICATIONS

**We would be grateful for an acknowledgement of the funding in any communications you produce about the work which The Legal Education Foundation is directly supporting, and acknowledged appropriately elsewhere, for example in annual reports or brochures or if you have a funders page on your website.**

## Announcing the funding

Please do not publicly announce or publicise the funding until you have formally accepted and signed the Grant Agreement.

We announce what we fund on our website and the funding will also be listed in our Annual Report. We may also mention our support for your organisation in our publicity material.

## Press releases

If you would like to acknowledge our funding in a press release or any other type of media coverage we would ask that you send a copy to us at [info@thelef.org](mailto:info@thelef.org) for our records.

## Logo

You may use our logo appropriately in communications about work we are directly supporting.

The JFF and TLEF logos are available on our website.

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# INVOICING, REPORTING AND PUBLICITY

## Invoicing

A payment schedule is provided in the Grant Agreement. Invoices should be submitted by email quarterly to [alan.humphreys@thelef.org](mailto:alan.humphreys@thelef.org)

## Automated Reporting System

TLEF has in place an automated reporting system whereby a six monthly update is required on the Fellow's progress. Please note that grant invoices will not be paid if the Reporting is not up to date. The Host Organisation will receive an automated email with a link to an on-line report form. A final report will be required at the end of the Fellowship.

## Publicity

Publicity is given to the Scheme via law schools in April/May, Fellows from the Scheme attend law fairs and take part in various talks. We do however expect Host Organisations to make a concerted effort to advertise and promote the Fellowship opportunity at every possible opportunity.



# 13 SUPPORT AND TRAINING

**Fellows will be employed by the Host Organisation which will be responsible for supervision, support and the welfare of the Fellow through the Fellowship Programme. The wider support, training and opportunities component of the Scheme will be delivered by TLEF and its partners. An outline programme of training is attached.**

## **Justice First Fellowship – support and development programme**

### **Aims and content**

The aims of the support and development programme are to:

- Create time and space for Fellows to come together and feel part of a wider network and movement;

- Introduce Fellows to themes, ideas, practices, issues and people that will help them to develop effective, sustainable projects and organisations;
- Bring together the organisations hosting Fellows to share ideas and to support the Fellows.

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This activity sits alongside the two-year training contract/pupillage and the Fellows' projects as integral to achieving the overall aim of the scheme.

'Fellows will be employed by the Host Organisation which will be responsible for supervising and supporting the Fellow through the Fellowship Programme.'

**The support and development programme is principally comprised of:**

- Four day-long conferences bringing together Fellows, hosts, TLEF staff, relevant outside consultants and speakers;
- An annual dinner bringing together all those connected with the scheme;
- Fellows' participation in some selected external events that support learning in other areas of the programme and build their network;
- Provision of support by external consultants funded by TLEF e.g. feedback on fundraising applications;
- On-going informal support provided by TLEF staff as needs arise, for example introductions to relevant people and organisations.

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## Year One

### FEBRUARY

Welcome and photos

Induction and purpose of support and development programme

Project introduction

Theory of Change for planning and evaluation

Growing role and importance of tech in delivery of legal services

Informal networking with Fellows in other cohorts

Dinner with speaker

Graduation for Fellows completing the scheme

### JUNE/JULY

Catch Up

Project Update

Project development

Time Management

Young Legal Aid Lawyers join for lunch

Role and value of comms including practice pitch

Networking/drinks

## Year Two

### FEBRUARY

Catch up

Project Update

Project development

Fundraising introduction

Informal networking with Fellows in other cohorts

Dinner with speaker

Graduation for Fellows completing the scheme

### JUNE/JULY

Catch up

Project development

Fundraising practice pitch

Preparation for transition from trainee to newly qualified solicitor (Young Legal Aid Lawyers)

Networking/drinks

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## Administration

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**Jill Gale**

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## IT

**Alan Harlow**

[alan.harlow@thelef.org](mailto:alan.harlow@thelef.org)

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**Clare Johns**

[clare.johns@thelef.org](mailto:clare.johns@thelef.org)