



# **Digital Development Officer**

(DDO - March 24)

**Candidate Pack**

**March 24**

## Foreword from Director

Thank you for considering developing your career at the Law Centre. You will be part of an award-winning team who make a big difference in the lives of people across all communities in NI.

The Law Centre (LCNI) is a regional not-for-profit legal organisation that works across all communities in NI in fulfilment of our vision that we all live in a more just and equal society. LCNI's mission is to use the law to change people's lives.

Over many years, LCNI's policy advocacy and engagement has delivered tangible outcomes in all our areas of work. You can read more about our policy and engagement work and our other areas of work on our website at [www.lawcentreni.org](http://www.lawcentreni.org)

As a regional infrastructure organisation within the community and voluntary sector in NI we are here, not just to ensure that people have access to justice but, as a second-tier referral body, to ensure that organisations who support people in their communities have the legal support they need for their work. Our work spans social security and anti-poverty, asylum, immigration, trafficking and employment law and exploitation.

Law Centre was the winner of the Regional Legal Aid Firm/Not for Profit Organisation category in the 2021 *Legal Aid Lawyer of the Year Awards*.

Law Centre NI is part of a UK Law Centres Network.

Our work is deeply rewarding. We can promise you excellent professional development opportunities, training and the opportunity to make a contribution to people's lives working as part of an amazing team. If you are self-motivated with the passion, skill and commitment to join our team, please consider an application - we'd love to hear from you.

**Ursula O'Hare**  
**Director**

## About Law Centre NI

Established in 1977 as a community law centre for the Belfast area, in the 1990s, LCNI expanded its work to cover the whole region. LCNI uses a blend of legal, policy and education tools to work for social justice, with a focus on strategic litigation and policy advocacy that secures wider change.

We provide free, independent legal advice, community engagement, casework and representation before the tribunals and courts, including in the higher courts. Our policy research and advocacy, seeks to secure change to law and policy, grounded in the direct experience of our clients. This involves strong partnership with others across the voluntary sector in NI to advocate for progressive social change. We also deliver extensive training and information support to the advice network across NI. This includes professional development training and webinars, Adviser Network Meetings, the *Annual Social Security Law Conference* and legal information resources. We also produce public legal information resources so that everyone understands their legal rights.

LCNI is Lexcel-accredited and regulated by the OISC. The legal work of LCNI is led by the organisation's Director of Legal/Senior Solicitor.

As a charity, LCNI is registered with the Charity Commission NI and is governed by a Board/Management Committee, all of whom give their time and expertise freely in support of our mission.

## About this Role

Innovation and engagement have always been at the heart of LCNI's work. This role has been introduced as part of the organisation's continuing growth and development - transforming the digital capability of the organisation. Sustaining services in social welfare law that support people facing financial and other pressures has always been, and remains, our key goal.

We're future-proofing Law Centre NI by revolutionising how we deliver our legal education programmes, transforming our membership services and building out the capability of our website. The digital transformation will enable us to reach more people who wish to educate themselves on specialist areas of law and empower them in their work for social justice.

This role at the Law Centre is supported by the Dormant Accounts NI Fund.

## General Candidate Information

This is a **fixed term post for 18 months**. The post may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on LCNI terms. LCNI will also consider requests for flexible working arrangements.

### Benefits are:

- Opportunity to develop and deepen discrete subject expertise through excellent professional learning and support.
- Generous holiday entitlement of 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days.
- Flexible working arrangements.
- Excellent development opportunities.
- Being part of making change happen.
- Accessible city centre location

The successful candidate will be expected to take up the post as soon as practicable. The successful candidate will be subject to a probationary period of 6 months which may be extended in accordance with LCNI policy.

## Application Process

**CLOSING DATE FOR APPLICATIONS: Monday 15<sup>th</sup> April 2024 @ 16.00**

**INTERVIEW DATE: w/v 29<sup>th</sup> April.**

Please note the following important information about the application process:

- Please complete the application form fully. CVs are not accepted.
- Please ensure that you give examples that demonstrate how you satisfy the relevant criteria, including relevant dates.
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel.
- Please return your application form as a Word Document by email to the email address specified in the application form.
- Applications received after the closing date will not be considered.
- In the event of a large number of applicants, LCNI will also shortlist against desirable criteria.

If you would like to talk to us about this role, please contact Sarah Corrigan, Director of Innovation and Engagement, [sarah.corrigan@lawcentreni.org](mailto:sarah.corrigan@lawcentreni.org)

## Job Description

<b>Job Title</b>	<b>Digital Development Officer</b>
<b>Job Purpose</b>	This role will support the LCNI's mission of <b>transforming lives through law</b> . Under the management of the Director of Innovation and Engagement, the post-holder will support organisation sustainability through digital transformation of services.
<b>Location</b>	Law Centre NI, Westgate House, 2 – 4 Queen Street, Belfast
<b>Salary</b>	SO2, £30,451 - £32,234 (under review) + 5% employer pension contribution
<b>Post</b>	Full-time (35 hours per week), <b>18 months fixed term contract</b> .
<b>Reports to</b>	Director of Innovation and Engagement
<b>Key Links</b>	Training Officer Professional Development and Legal Education Officer Director of Legal Head of Social Security Head of Employment Head of Immigration Head of Finance and Business Support Head of Research and Policy Legal Information Resources Officer Communications Officer
<b>Contact with</b>	Law Centre staff Law Centre members Law Centre network Members of the public Frontline advice organisations and other relevant organisations Associate trainers Relevant organisational sub-committees Media Elected representatives Policy makers and other external stakeholders Other appropriate individuals and organisations

### MAIN DUTIES

#### 1.0 DIGITAL DEVELOPMENT OF PROFESSIONAL LEARNING SERVICE AND MEMBERSHIP SERVICE.

1.1 Transform LCNI Professional Learning Services and LCNI's e-learning platform, to remain responsive to a changing external environment and be accessible to learners and meet learners developing needs.

1.2 Transform the e-learning platform on LCNI website.

1.3 Develop LCNI members area on the LCNI website.

1.4 Build internal capacity and capability of LCNI to provide effective digital services.

1.5 Support LCNI to realise greater financial sustainability consequent upon LCNI ability to offer a responsive digital training service.

1.6 Map out future digital needs for LCNI.

## **2.0 TRAINING AND PUBLIC LEGAL EDUCATION**

2.1 Work with colleagues to identify training needs of LCNI members and others and contribute to LCNI training activity.

## **3.0 ENGAGEMENT AND COMMUNICATIONS**

3.1 Represent LCNI at appropriate seminars, conferences and meetings with key stakeholders as required.

3.2 Contribute to and participate in media interviews as required.

## **4.0 MEMBERSHIP AND STAKEHOLDER DEVELOPMENT**

4.1 Develop and maintain effective relationships with LCNI members and other external stakeholders that support the overall work of LCNI.

## **5.0 PROFESSIONAL DEVELOPMENT**

5.1 Plan and organise workload, monitoring and reporting on work performance.

5.2 Maintain and develop expertise necessary to effectively deliver this Project - identifying training and professional development needs, including CPD requirements, in consultation with line manager and sourcing appropriate support.

## **6.0 OTHER DUTIES**

6.1 Act as ambassador for LCNI, upholding its public image in its training work.

6.2 Act in accordance with the agreed values of the organisation.

**6.3** Ensure the policies and procedures of the organisation are observed.

**6.4** Available to work outside standard business hours occasionally to meet the demands of the role.

**6.5** Undertake relevant administrative duties in the performance of the above.

**6.6** Undertake such other duties as may be required from time to time.

**\*Note:** this Job Description will be subject to review from time to time in line with the changing needs of the organisation.

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**March 2024**

**PERSON SPECIFICATION**  
**Digital Development Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge, Qualifications and Experience</b>	<p><b>*E1</b> Relevant Degree <b>OR</b> other appropriate qualification relating to digital development.</p> <p><b>*E2</b> Minimum of 1 years' experience of developing effective digital services.</p>	<b>D1</b> Experience of digitally developing an e-learning platform.
<b>Skills and Attributes</b>	<p><b>E3</b> Excellent digital development skills</p> <p><b>E4</b> Ability to absorb and accurately present complex information digitally in a manner that is accessible and appropriate to learners.</p> <p><b>E5</b> Excellent customer service and communication skills</p> <p><b>E6</b> Ability to effectively manage time and resources with excellent IT skills such as to be administratively self-supporting.</p> <p><b>E7</b> Ability to work independently and as part of a team to achieve the organisation's objectives.</p> <p><b>E8</b> Self-motivated and open to self-reflection and growth</p>	
<b>Aptitude and Commitment</b>	<p><b>E9</b> Commitment to the aims of the Law Centre</p> <p><b>E10</b> Commitment to collaborative working, knowledge sharing and on-going professional development.</p>	
<b>Circumstances</b>	<p><b>E11</b> Available for occasional out of hours work in accordance with the requirements of the post.</p> <p><b>E12</b> Willingness to travel throughout Northern Ireland as required.</p>	



