



## Candidate Information

**Project & Compliance Co-ordinator**  
**PCCO-06-24**

June 2024



## 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.

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 NI 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 the Law Centre 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 skill, attention to detail, commitment and ability to work effectively in a multi-disciplinary team, 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 services 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 that brings about wider social 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 understand 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 Services.

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.

## General Candidate Information

This is a permanent post. 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.

### Benefits are:-

- Generous holiday entitlement of 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days.
- A 35-hour working week.
- 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 six months which may be extended in accordance with LCNI policy.

Normal office hours are 09.00 – 17.00 with one hour lunch break. Law Centre is located at Queen Street Belfast BT1 6ED.

## Application Process

**CLOSING DATE FOR APPLICATIONS: 16<sup>th</sup> July 2024 @ 12 noon**

**INTERVIEW DATE: 30<sup>th</sup> July 2024**

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 shortlist against desirable criteria.

## Role Description

<b>JOB TITLE:</b>	<b>Project &amp; Compliance Co-Ordinator (PCCO-06-24)</b>
<b>RESPONSIBLE TO:</b>	Head of Finance & Business Services
<b>PURPOSE:</b>	To support the Senior Leadership Team to effectively plan, implement and manage multiple projects and to ensure the organisation meets all its statutory compliance requirements.
<b>Location:</b>	Law Centre NI, Westgate House, 2-4 Queen Street, Belfast, BT1 6ED.
<b>Salary:</b>	SO1 - SPC Point 23-25: £27,741 - £29,577 (under review)
<b>Post:</b>	35 hours per week

### MAIN DUTIES:

#### 1.0 Project Co-Ordination

- 1.1 To be responsible for the co-ordination of multiple projects, through the implementation and development of effective reporting and monitoring processes to ensure the successful outcome of all projects.
- 1.2 To report regularly to the Senior Leadership Team on the performance of each project.
- 1.3 To work closely with the Management Team to develop and implement effective reporting mechanisms through our case management system to best demonstrate the impact and outcomes of the projects we deliver.
- 1.4 To prepare accurate and timely management information to assist the Senior Leadership Team in effective decision-making and to support funding applications.
- 1.5 Contribute to the preparation of funding applications and other funding opportunities.
- 1.6 To schedule, co-ordinate and contribute to the completion of all funder returns, ensuring accuracy and timeliness.
- 1.7 To assist in the selection and recruitment of staff to support project delivery and oversee effective implementation and resource management of new projects.

- 1.8 To assist the Head of Finance and Business Services in the effective co-ordination and management of premises and facilities, including IT support

## **2.0 Compliance**

- 2.1 To work closely with the Head of Finance and Business Services to ensure that the organisation continues to meet its statutory and other compliance obligations. e.g, Companies Act, Data Protection, Health and Safety, HR, Cyber Security and Solicitor Regulations.
- 2.2 To maintain a good understanding of statutory compliance and best practice as it applies to LCNI and to cascade training across the team as required.
- 2.3 To support the organisation to maintain its quality standards in relation to LEXCEL and Cyber Essentials and to co-ordinate, plan and implement the annual re-accreditations.
- 2.4 To support the Director and Board to uphold good governance including minute taking at Board meetings.
- 2.4 To contribute to the development and updating of policies and procedures in line with organisational and statutory need.
- 2.5 To contribute to the ongoing development and improvement of organisational processes to support sustainability
- 2.6 To assist with the preparation and evaluation of tenders

## **3.0 DEVELOPING EFFECTIVE WORKING RELATIONSHIPS**

- 3.1 To create, develop and maintain effective internal working relationships.
- 3.2 To create, develop and maintain effective working relationships with service users/external agencies and relevant stakeholders.
- 3.3 To lead, facilitate and contribute to meetings/group discussions.

## **4.0 OTHER**

- 4.1 To act in accordance with the agreed values of the organisation.
- 4.2 To ensure the policies and procedures of the organisation are observed.
- 4.3 To undertake such other duties as may be required from time to time.

\*NOTE: the duties of the post will be subject to review in accordance with the needs of the organisation.

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**June 2024**

## **PERSON SPECIFICATION**

\*will be assessed at shortlisting stage

<b>Qualifications, Knowledge and Experience</b>	<p><b>E1</b> * Degree or equivalent 3<sup>rd</sup> level qualification</p> <p><b>and</b></p> <p>At least 2 years full time equivalent experience working in a business administration or project management role</p> <p><b>OR</b></p> <p>At least 5 years full time experience working within a business administration or project management role</p> <p><b>E2*</b> Experience of managing or co-ordinating multiple projects.</p> <p><b>E3</b> Experience of identifying and implementing innovative solutions to support business development</p> <p><b>E4</b> Good knowledge and experience of organisational governance</p>	<p><b>D1</b> PRINCE 2 qualification or equivalent</p>
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<p><b>Abilities &amp; Skills</b></p>	<p><b>E5*</b> Excellent ability in Microsoft packages and digital applications</p> <p><b>E6</b> Ability to analyse, interpret and report on data effectively.</p> <p><b>E7*</b> Maintaining a high level of skill and quality.</p> <p><b>E8</b> Effective team working skills</p> <p><b>E9</b> Ability to organise, prioritise and meet challenging deadlines</p>	
<p><b>Aptitudes &amp; Commitment</b></p>	<p><b>E10</b> Self-motivated and open to self-reflection and growth</p> <p><b>E11</b> Commitment to the values and aims of the Law Centre</p>	
<p><b>Circumstances</b></p>	<p><b>E12</b> Willingness to work flexibly on occasion as may be required</p>	