

Pro Bono Coordinator

12 Month Fixed-Term Contract

ROLE OVERVIEW //

We are recruiting for a Pro Bono Coordinator to join the Responsible Business department, based in the firm's head office in London. This is a 12-month fixed-term contract, full time role reporting into the Pro Bono Lawyer.

The Responsible Business department is a collaborative, dynamic team leading on inclusion and social impact at the firm. The pro bono programme is a key pillar in the firm's responsible business strategy and assists charities, social organisations and individuals in need with free legal advice.

This is a great opportunity for someone who wants to learn more about responsible business in a professional services environment and who has a particular interest in community investment and pro bono programmes. You will work closely with our Pro Bono Lawyer and you will be a key part of the team with opportunities for development.

KEY RESPONSIBILITIES //

The key responsibilities of this role are set out below but there may be others that are not listed. You may be required on occasion to work outside our normal working hours of 9.30am to 5.30pm.

Project delivery

- Assist with the project management and delivery across our pro bono programme
- Co-ordination of ad hoc pro bono events
- Act as a point of contact for the team and respond to ad hoc queries as required
- Build effective relationships with teams and colleagues across the firm, and external delivery partners and charity partners where required, to ensure projects are kept on track
- Support data collection for evaluating the impact of the firm's pro bono programmes
- Maintain and file accurate records of pro bono matters, client projects and reports

Administration

- Assist in the preparation of pro bono reports, track pro bono hours, projects and impacts
- Collate and assist with the analysis of data to feed into impact measurement and reporting
- Support the creation of processes and email templates to ensure a consistent approach
- Provide the team with support as required

Communications

- Coordinate communication campaigns and promotional activities, including for social media, newsletter articles and case studies
- Assist with the organisation of internal and external events, which may include volunteer training and workshops, work insight programmes
- Update content on the firm's intranet and website
- Support the arrangements for photography, recording and filming of appropriate events and projects and work with the firm's in-house design team to produce promotional materials

CANDIDATE PROFILE //

Candidates for this position must have:

- Ability to consistently produce high quality work and have exceptional attention to detail
- Be organised and methodical, able to keep a number of tasks or projects on track and complete them on time
- Genuine interest in pro bono and knowledge of pro bono and how firms can use their lawyers' legal skills for social impact
- Demonstrate reliability under pressure, remaining positive, focused and effective
- Able to form good relationships with a wide variety of people, both internally and externally and at all seniority levels
- Resourceful and enterprising, using initiative to tackle unfamiliar problems
- Ability to present information in a clear, well-structured and logical way
- Pragmatic in finding solutions to operational problems and able to troubleshoot and cope with last minute challenges
- Demonstrate a high level of professionalism and integrity
- Able to plan and prioritise own workload, seeking advice when necessary on what should take precedence
- Able to work unsupervised, keeping manager and others well-informed
- Contribute to an inclusive and co-operative working environment, making a fair contribution to the team and offering support to colleagues with their workload when needed

- Computer literate and confident with MS Office (at least intermediate standard in Word, Excel and PowerPoint)
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You will also be expected to display the attributes set out under the firm's Key Behaviours for Business Services staff for this level of role. Below are the most relevant for this role:

- Technical & professional expertise
 - Service excellence
 - Drive to deliver
 - Analysis & judgement
 - Communication & influence
 - Working with others
 - Leading & managing people
 - Resilience
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OUR RECRUITMENT PROCESS //

We anticipate this being a two-stage process:

1ST INTERVIEW	TBC
2ND INTERVIEW	TBC

Slaughter and May is committed to ensuring that our recruitment processes are barrier-free and as inclusive as possible for everyone. This includes making adjustments for people who have a disability or long-term condition. If you have any questions, or require any adjustments to be made to one or both of the application or interview processes, please let your recruitment adviser know.

The purpose of this description is to provide guidance in relation to the general requirements of the position referred to. It is by no means an exhaustive list of the responsibilities that will be involved.

Any offer of employment with us is subject to the firm's receipt of a satisfactory report from its third party screening and vetting provider in respect of the successful candidate. Your adviser will be able to explain how this process works in practice in the event of any questions.

At Slaughter and May, we take the protection of your personal information seriously and we are committed to safeguarding the privacy of the personal information that you share with us, or is collected by us, during the course of our interactions with you. Our [Recruitment Privacy Notice](#) ("RP Notice") supplements, and should be read alongside, the firm's [Privacy Notice](#).

These privacy notices are always available to view within the Legal and Regulatory section of our [website](#).

Who we are //

Slaughter and May is a leading international law firm, recognised throughout the business community for its exceptional legal service, commercial awareness, and commitment to clients. We advise across the spectrum of legal matters including high-profile, ground-breaking, and complex transactions, contentious matters and all aspects of risk. We deliver innovative and bespoke solutions to our clients, domestically and internationally. We provide clear legal advice that spans the globe whilst tackling the cultural nuances between jurisdictions. Our lawyers understand how to coordinate and manage matters in the jurisdictions most relevant to our clients.

Excellence is central to everything we do, and it remains one of the first words mentioned when others are asked about the firm. We are very proud of that reputation. One reason we are known for excellence is because we have always been guided by a set of values that have been an implicit part of who we are and how we operate.

Our four core values are:

1. The highest standards;
2. Independence of thought;
3. Collective endeavour;
4. Respect for all.

They are not simply a list of characteristics. They are part of a framework, as they demonstrate our commitment to our four stakeholder groups (Our clients; Our people; The firm; Society).

At Slaughter and May, with over 1,400 partners and staff worldwide, everyone's contribution is valued, and we all enjoy an open, friendly and supportive environment. We have an underlying sense of pride in who we are and what we do, and our inclusive culture gives rise to a unique diversity of thinking, which is critical to our success and helps maintain our position as a true market leader.

Business Services Development

We offer a variety of learning and development opportunities to members of our Business Services team, including sessions open to everyone on topics ranging from personal impact and resilience to written communication. We also run a series of development programmes for supervisors and managers, as well as various bespoke team and one-to-one sessions.

Our Network of Networks

The firm has ten diversity networks run by employees and supported by partners. Collectively, we form a Network of Networks, and our aim is to foster a spirit of inclusion, both amongst the networks and the firm more widely. We work collaboratively to create a more open minded and inclusive work environment.

We strive to make people feel comfortable about bringing their authentic selves to work.

Each network offers an informal support mechanism for employees with shared backgrounds, perspectives or interests and hosts a number of exciting formal and informal events throughout the year, which are open to everyone. They're a great way to meet new people in the firm, as well as to celebrate difference and learn about a variety of experiences and perspectives.



CHRISTIAN /



DIVERSE /



EMPOWERED /



FAMILY /



GEN /



J-NET /



MUSLIM /



PRISM /



SOMO /



THRIVE /