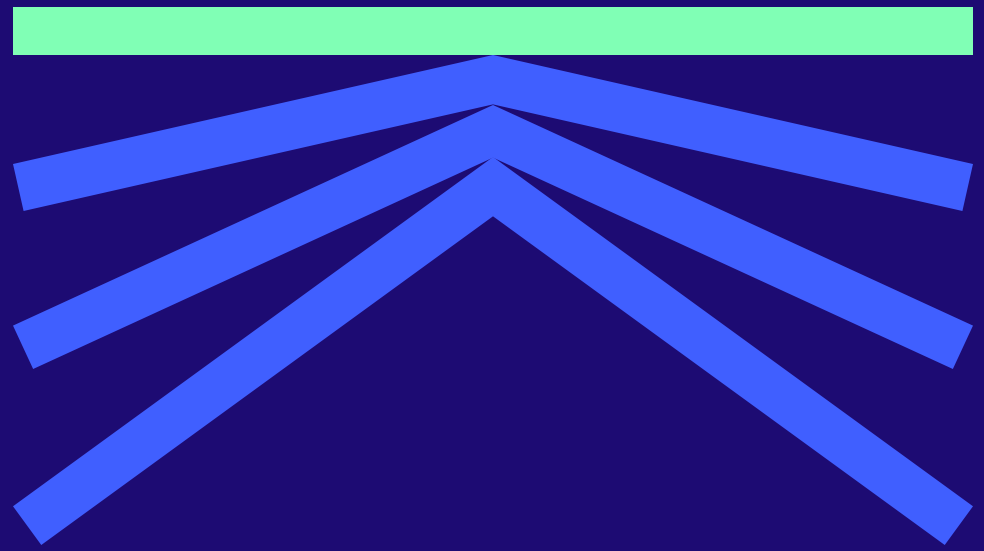
LEF Funding law for social justice

Justice First Fellowship (JFF) Officer

October 2026

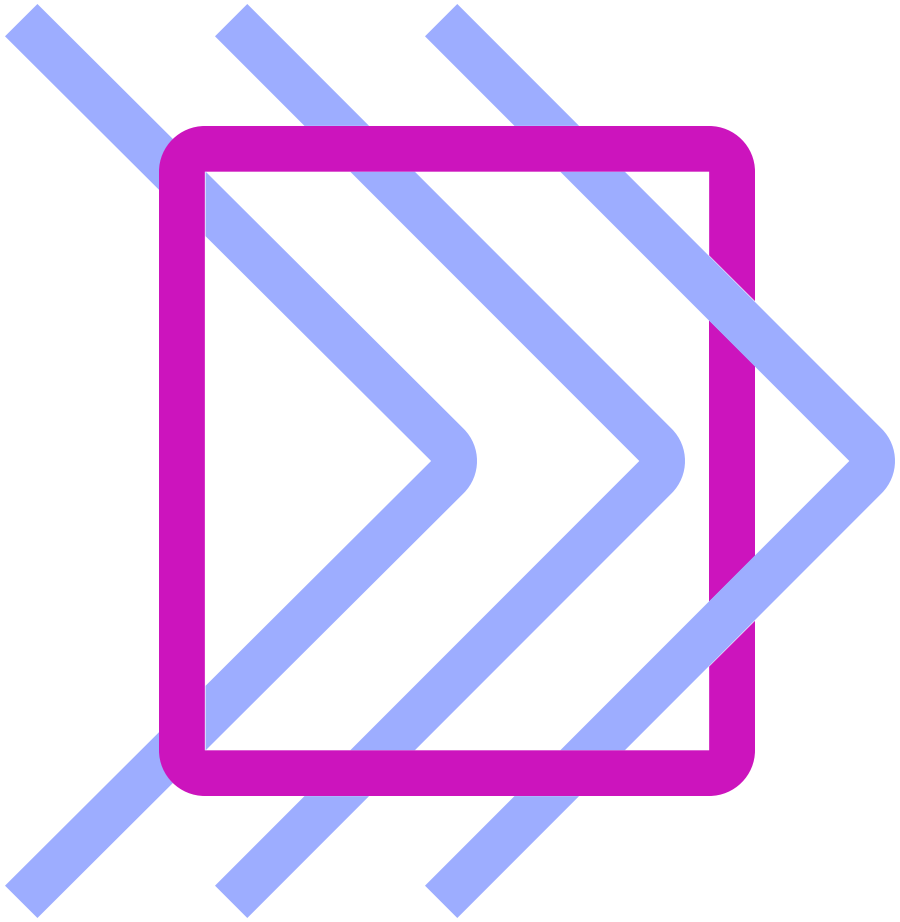


Accessibility

If you have any access requirements or would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact Belinda Berry, Operations Manager at belinda.berry@lef.org.uk

LEF is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions.

We guarantee any applicant who declares they have a disability will be offered an interview if they meet the essential requirements of the job specification.



About LEF

We are a social justice foundation. Our mission is to strengthen the power of communities to use and shape the law for social justice.

To us, being a social justice funder means working towards a fair and equitable society - one where everyone has access to resources, rights are protected and expanded, and people can meaningfully influence the systems that shape their lives. We focus on supporting communities across the UK to address the root causes of injustice, seeing a role for the law that is deeply integrated with social movements and grassroots activism.

Our strategy

Our current strategy, launched in summer 2025, has three objectives:

- Support a generation of creative, collaborative social justice leaders who integrate the law into broader movements.
- Support organisations to use and shape the law to build solidarity and strengthen wider movements for justice.
- Use our power and influence as a funder and investor to protect and advance rights and social justice.

Our people

Our work is supported by our Board of Trustees, with sub-committees (for example the Grants and Learning sub-committee). Our staff team includes colleagues across grants, operations, learning, influencing and more.

Power, Culture and Inclusion

We acknowledge the power and privilege we hold as a grant making organisation that is funding, but not working on, the frontline of social justice.

We also recognise that the law and legal systems can be used to oppress rather than liberate, especially those from racialised, migrant, disabled, LGBTQ+ and other minoritised communities.

Being a social justice funder means focusing on change that addresses the root causes of these injustices and ensuring that the impacted communities lead this work. We call our response to this Power, Culture, and Inclusion (PCI).

Key principles guiding our PCI approach:

- Power signals our commitment to using our own power to confront injustice and the power imbalance in the grant making system. It puts voices of those with lived experience of injustice front and centre.
- Culture reflects the transformation we are going through in our learning, behaviour and attitudes, and that we want to build the best grant making environment.
- Inclusion, alongside diversity and equity, is also central to this work and speaks to our responsibility to being representative of and accountable to the communities we work with.

PCI is integral to how we define responsibility and impact across our grant making, operations, and investment decisions. This includes asking more searching questions about how to align our investment practice with our vision, mission, values and strategy.

About the Justice First Fellowship (JFF) Officer role

The Justice First Fellowship (JFF) is LEF's flagship scheme to support the next generation of social justice lawyers. Since 2014, more than 190 fellowships have been awarded across all four nations in the UK over thirteen cohorts.

As of June 2024, the foundation has invested around £12.2 million into the scheme with additional contributions from other funders totalling £5 million.

The Justice First Fellowship Officer will play a key part in ensuring the successful delivery of the JFF programme. As part of a small and collaborative grants team, the JFF Officer role is varied and will include overseeing the coordination of events and training, acting as a key point of contact for fellows as well as administration, communication and relationship management. The candidate will join us at an exciting time as we explore opportunities to help further develop the support provided to our fellows.

The JFF team consists of this post and the JFF Manager and sits within LEF's grants team (Director of Grants and Learning, Head of Grants, Senior Grant Manager, Grant Manager and two Grants Officers). The JFF Officer will work closely with other colleagues at LEF, particularly in administration and communications. The role will also include some UK travel.

We value, welcome and respect all the differences that make us who we are, including age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, neurodiversity and socioeconomic background.

About the Justice First Fellowship (JFF) Officer role

Title: Justice First Fellowship (JFF) Officer
Salary: £33,728
Hours: Full time, 35 hours per week (Flexibility and part time of 0.8 considered)
Contract: Permanent
Holiday: pro rata of 30 days full time equivalent per year plus bank holidays
Location: Central London and remote. Some UK travel may be required as part of the role.

The post-holder would need to be based in our London office for two days per week but could choose to work from home for part of the week.

Reports to: Justice First Fellowship (JFF) Manager

People with lived experience of social welfare legal issues are underrepresented in our organisation, so we are actively recruiting and prioritising candidates who bring this understanding alongside other skills and expertise. (We do not expect people to describe their personal experience at any stage during this recruitment process or during their work at the foundation.)

We value, welcome and respect all the differences that make us who we are, including age, cultural background, disability and neurodiversity and mental health, ethnicity and race, gender identity and expression, sexual orientation, education and socioeconomic background.

LEF is a Disability Confident employer.

Main responsibilities

- Acting as the key contact for Justice First Fellows, providing advice, guidance and support throughout their fellowships.
- Working with the JFF Manager to support the successful delivery of the Justice First Fellowship scheme. Helping to ensure fellows have a high-quality experience and access to development and training opportunities.
- Work with the JFF Manager and Operations team to run an annual residential event for fellows. Coordinate and support the planning and delivery of training programmes and activities for fellows and other fellowship events.
- Develop, maintain and communicate a calendar of events and trainings, including both internal and external training opportunities, and other networking events. This includes maintaining our quarterly JFF newsletter for fellows and monthly jobs and opportunities bulletin.
- Support promotion and awareness raising of the scheme, working with the JFF Manager and Communications Manager, including representing JFF at external events.
- Responding to enquiries about the scheme from fellows, providing accurate and timely information about the fellowship.
- Contributing to the smooth administration of JFF Fellow recruitment processes, working closely with colleagues in the Operations team.
- Supporting the JFF Manager to support effective operational management of the scheme, including coordination of meetings, preparing agendas, taking notes and tracking actions.

Main responsibilities (contd.)

- Contribute to regular JFF reflection meetings and learning meetings with the JFF learning partner. Help with developing and managing different tools and mechanisms (i.e. surveys) to capture and share learning and work with colleagues to improve and develop the fellows' experience.
- Keeping up to date with changes and developments in the external environment, particularly in relation to social justice law, and working with colleagues to reflect this in operations and practice.
- Contribute to the strategy and development of the JFF scheme.
- Participating in wider organisational meetings and events, particularly with the Grants team.
- Carry out such tasks as the JFF Manager or Head of Grants may from time to time deem necessary for the effective and efficient functioning of the fellowship.

About you

Essential skills and experience

- Proven experience in administration and/or project management.
- Experience in planning and managing events.
- Experience of building and managing relationships with external stakeholders.
- Experience of working for a not-for-profit organisation.
- Strong written and oral communication skills, including the ability to interact sensitively with people of all backgrounds.
- Accuracy and attention to detail.
- Strong IT skills, including familiarity with Microsoft Office and experience of using a database.

Essential behaviours and ways of working

- Commitment to LEF's values and mission (you can find more information on our website).
- Ability to multi-task, plan ahead and to meet deadlines.
- Ability to work on own initiative and as part of a team.

Desirable experience

- Experience of working or volunteering in the voluntary or public sectors.
- Understanding of the legal advice sector and/or legal training in the UK.
- Experience of using a CRM system.
- We particularly encourage applications from people with lived experience that is directly or indirectly relevant to the mission and work of the foundation. However, there is no expectation for candidates to disclose personal experiences at any stage during this recruitment or during their work for LEF.

How to apply

To apply for this post, please email your CV along with your cover letter to vacancies@lef.org.uk by Monday 16 November.

Please include the job title in your email subject.

Please limit your CV and application to no more than 2 sides of A4 each.

If you need any support or reasonable adjustments to assist you with your application, please contact Belinda Berry, Operations Manager at belinda.berry@lef.org.uk

Recruitment timetable

Monday 16 November 9am – Application deadline
w/c 16 November – Shortlisted applicants notified
Wednesday 25 November – First round interviews (online)
w/c 30 November – Second round interviews (in-person at LEF offices)

Feedback
We are unable to offer feedback on applications if you are not shortlisted, due to limited capacity. Feedback will be offered to those who are invited to interview.

LEF Funding law for social justice

LEF
15 Alfred Place
London WC1E 7EB

Lef.org.uk

Charity number: 271297