**Lawyers Without Borders Student Division at UCL**

**2018/19 Application form**

Thank you for showing an interest in joining the Lawyers Without Borders Student Division at UCL. Having initially formed in the 16/17 academic year, we are excited to expand the division in the coming months by taking on new students. If you are selected, you will play a key role in determining our direction and focus. Please see the information leaflet attached to learn more about us!

Our aims

* Engage the university in Human Rights and other pressing legal issues.
* Create ties between UCL and those working / studying in our focus areas
* Promote and facilitate a discussion in UCL on current topics which the division finds particularly pressing – FGM, modern slavery, the ICC, etc.

The Division’s Structure

The Core Division is divided into 5 subgroups, each with its own remit, with a Central Committee providing overall oversight. The groups will of course interact and consult with each other, but it is envisaged that they will have a large degree of independence to decide their own direction of travel.

Applications

You may apply to more than one position, but you will only be selected as a member of one subgroup, or one Committee position. The deadline for applications is 19 April 2019 at 12.00pm. Please note that this only represents the end date for applications however, and applications will be received on a **rolling basis**. To make sure you are able to get a space volunteering on this project it is advised to apply by **20** **October 2018**.

Committee positions

The committee is made up of the President, and Vice-President. The other committee positions have a dual-responsibility – they act as committee roles as well as the heads of each subgroup. These positions are: Secretary/Head of Publications, Treasurer/Head of Fundraising, Communications Officer/Head of Social Media, and Events Officer/Head of Events

* **President**​ – The head of the division, chairing all committee and division meetings, as well as corresponding with the CAJ, the LWOB charity, and other LWOB Student Divisions across the UK. The President will meet with the CAJ at least once a month and communicate with the CAJ through monthly reports. It is the President’s responsibility to ensure the overall smooth running of the Division and its consistent compliance with LWOB’s formal requirements.
* **Vice-President**​ – Works directly with the President, providing assistance, guidance, and oversight. Deputises the President when they are unavailable and assists them in ensuring all administrative requirements from LWOB are met.
* **Secretary (Head of Publications)​** – Responsible for general administration. They are expected to write the minutes of each meeting, send out all official emails of the division, and manage the Division’s newspaper.

* **Treasurer (Head of Fundraising)**​– Oversight of funding and expenditure. The treasurer will be expected to update the committee regularly on the financial state of the division and ensure that all subgroups have a solid financial basis.
* **Communications (Head of Social Media)**​ – Responsible for overall social media and outreach. The chief responsibility of the Communications Officer is to promote LWOB online.
* **Events Officer (Head of Events)​** – Responsible for oversight of LWOB debates, moots, panel discussions, etc. The Events Officer will lead the Events team in organising their activities, keeping the CAJ in particular updated and cooperating often with other subgroups.
* **Research Officer (Head of Research)​** – Obtaining and managing research tasks from the main LWOB charity. Managing the Research team in assisting the other subgroups (as described below in the Research section). Preparing the UCL team for the annual ROLIC.

The sub-groups

* **Publications** – Produces two main publications: a weekly blog, and a termly newsletter
* **Social media** – Responsible for updating and expanding the division’s social media presence
* **Events** – Organises events to be held at UCL, including panel talks, debates, and moots.
* **Fundraising** – Raises funds through various channels
* **Research** – Conducting research into human rights and the rule of law, in addition to assisting other members of the team with research tasks.

Responsibility

Membership of the division entails a high degree of responsibility. You will be expected to meet frequently, discuss ideas, and actively pursue targets, which will be overseen by the committee. You must also sign a Volunteer Agreement with the CAJ, which outlines your commitments and what is expected of you when taking part in this pro bono project.

**APPLICATION**

NAME:

YEAR (as of October 2018):

DEGREE:

EMAIL:

PHONE:

1. To which position(s) are you applying? (Please tick all applicable, and mark preferences; eg. 1 = most preferred position)

Publications Subgroup Research Subgroup



Social Media Subgroup Head of Research

Events Subgroup

Fundraising Subgroup

2. Why have you applied to the position(s)? [100 words per position]

3. Please describe your relevant experience; if you have previously been in the division, you may wish to outline your contributions [200 words per position]

4. If selected, what would you bring to the position(s)? [200 words per position]

5. Which particular legal issue are you interested in exploring through the division?

[100 words]

6. Please list any additional information you believe would help your application, including CV-s or links to your LinkedIn profile. [100 words]