

UCL Student Pro Bono Committee 2021-2022 Structure

Student Pro Bono Committee Executive Chair (x2)

- Responsible for supervision of the Committee Officers, setting the objectives of the Committee with the Officers, and ensuring delivery of the Pro Bono Committee's events, engagement, fundraising, campaigning and communications objectives;
- Co-ordinates the fortnightly meetings of the Pro Bono committee and supports the individual officers in order to achieve these aims.

CAJ Member of Staff

- Responsible for overall supervision of the committee;
- Responsible for providing all reasonable logistical and funding advice and support to the committee to assist them in delivering their objectives
- Responsible for coordinating, with Executive Chair and the Officers, agenda items in advance of Committee meetings.

Events Team

Engagement Team

Communications Team

Events Officer (x2)

- Responsible for assisting the delivery of Committee events (including careers and networking events, as well panel discussions on current legal topics);
- To organise, with assistance from the CAJ, all event logistical details;
- To recruit and manage additional event volunteers to assist with on-the-day event coordination where required;
- To liaise with the Executive Chair in setting the Events Agenda for the Academic year.
- To cooperate with the Communications Team to promote and publicise events;
- To cooperate with the Engagement Team to ensure events meet the needs of the student body.

Fundraising Officer (x1)

- Responsible for devising and implementing the Committee's fundraising strategy.
- To achieve this aim through identifying charities and causes whose aims align with those of the SPBC; and which would benefit from fundraising; and
- Subsequently coordinating a mix of small and large-scale fundraising activities to raise money for the selected causes: e.g. bake sales / sponsored activities / charity food festivals etc.
- To liaise with the Executive Chair and rest of the committee in setting the SPBC fundraising strategy.
- To cooperate with the Engagement, Events and Communications Team in order promote and publicise SPBC fundraising initiatives.

Events Research Officer (x1)

- Responsible for supporting the Events Team in organising events for the academic year. This support could be in the form of but not limited to email drafting, researching and co-hosting events.
- The *Events Research Officer* will liaise with the Events and Fundraising officers, and if needed, with the larger committee and external partners to ensure the smooth running of events.
- Specifically in response to the recent pandemic, the *Events Research Officer* is expected to have an up-to-date knowledge of regulations to fully support the running of events during these times.

**The Events Research Officer will be selected in Autumn 2021*

LLM Engagement Officers x2

LLB Engagement Officer (Position held by UCL Law Society Pro Bono Officer)

- Responsible for engaging with the LLB and LLM student body at UCL, and ensuring student views on pro bono and student opportunities are fed into the work of the committee;
- To complete the above through coordinating focus groups of students and designing surveys designed to evaluate the effectiveness of Committee activities and ensure they are responsive to the needs of the students at UCL;
- The LLB Engagement Officer will sit as Pro Bono Officer on the UCL Law Society, and will be responsible additionally for identifying opportunities for collaboration between the SPBC and the Law Society.
- The Engagement Officers will work with the CAJ and Communications officers to raise awareness of the importance of pro bono and access to justice issues as well as the CAJ's activities more broadly

1st Year Representative

- Focus on engaging 1st Years in CAJ and pro bono projects and events
- Support other Committee members with SPBC activities

**The LLM Engagement Officers and 1st Year Representative will be selected in Autumn 2021*

Social Media & Campaigns Officer (x2)

- Responsible for promoting the SPBC's events and activities
- Each Officer will be assigned to work on primarily Internal or External facing campaigns work;
- Internal campaigns will involve interviewing student project leaders, members of Faculty and others as part of a broader campaign to raise awareness of Pro Bono activities on campus;
- External campaigns will focus on raising awareness of specific access to justice issues to an external audience – specific issues will be identified in discussion with the CAJ.
- The SM and Campaigns officer will also seek out and promote external events and activities students may wish to be involved in
- Whether internal or external facing both Officers will be free to create dynamic, engaging content in support of their campaigns, to be published on the SPBC social media channels including Facebook, Instagram, Twitter, and others as well as the SPBC blog.

Publications Officer (x1)

- Responsible for managing the new SPBC blog;
- This will include commissioning and editing articles from students on a range of topics concerning Access to Justice and related areas of legal practice, to feature in a termly online magazine.
- The blog will also serve as a hub for promoting CAJ and SPBC Events, both in the lead-up to and in the aftermath of Events, Fundraising and other Campaign activities.
- The Officer may also contribute to the CAJ's other publications including the Public Interest Careers Guide and Pro Bono Opportunities Booklet
- To do so the Publications officer will liaise closely with the Events Team, Engagement Team and Social Media & Campaigns Officers.

**Please note that the above structure is intended to provide an overview of SPBC roles. The roles and responsibilities listed here are not exhaustive and may be subject to change according to the needs of the SPBC, UCL Laws Students, and the CAJ*