

UCL Student Pro Bono Committee 2021-2022 Structure

Student Pro Bono Committee Executive Chair (x1)

- 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.

Events Team

Events Officer (x2)

- Responsible for assisting the delivery of Committee events (including careers and networking events, as well as 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.

Careers Officer (x1)

- Responsible for coordinating and implementing the newly launched Non-Commercial Careers Mentoring scheme for 2021/2, which involves liaising with students and guest mentors, running a launch event and monitoring progress
- Responsible for delivering Careers-related Committee events including panel and networking events
- Liaising with the Communications team to publicise career opportunities related to access to justice on the SPBC's social media channels.

Fundraising Officer (x1)

- Responsible for devising and implementing the Committee's fundraising strategy.
- Identify charities and causes whose aims align with those of the SPBC and would benefit from fundraising
- Coordinate 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.
- 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 to promote and publicise SPBC fundraising initiatives.

Engagement Team

LLM Engagement Officers x2 and

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
- Responsible for supporting with the day to day administration of the Committee including organising meetings, taking minutes, and budget monitoring

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

Communications Team

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.