



Centre Director Recruitment Pack

Job Title:	Centre Director
Contract:	Permanent. Full time but we would consider applications for 3 days per week upwards
Responsible To:	Board of Trustees via the Chair
Salary:	£45,000 - £50,000 per annum full time, pro rata for part time
Location:	An office base in Llandudno Junction, with a minimum of 3 days per week in the office
Closing date:	Thursday 12 th November 2026 at 12 noon

A note from the recruitment team

Thank you for your interest in becoming the next **Centre Director** at North Wales Community Law.

This is an important moment in our organisation's journey. Although we're still a young charity, we've already established ourselves as an important part of the legal advice landscape in North Wales. We've secured a housing legal aid contract, built strong partnerships and demonstrated that there is both a need and a future for high-quality community legal advice across the region. We're now looking for someone who wants to help shape what comes next.

The successful candidate won't simply inherit an established organisation. They'll have the opportunity to work alongside an ambitious Board of Trustees and a committed staff team to strengthen our foundations, grow our impact and help ensure that access to justice is available to the people and communities who need it most.

We are looking for someone with **experience of managing within a small organisation** and a **track record of securing funding from charitable trusts and foundations**. You will need to combine strategic leadership with practical, hands-on management, including personally writing funding applications. You don't need to have experience of working in a legal advice organisation and legal qualifications are not required for this role.

In addition, we're looking for someone who shares our values: someone who believes that access to justice matters, enjoys building organisations and partnerships and wants to make a lasting difference.

We hope this recruitment pack gives you a flavour of both the role and our ambitions. If, after reading it, you'd like an informal conversation, we'd be delighted to hear from you and really encourage this – please contact Jayne to organise this (by email on Jayne.Butler@nwcl.cymru).

We look forward to receiving your application.

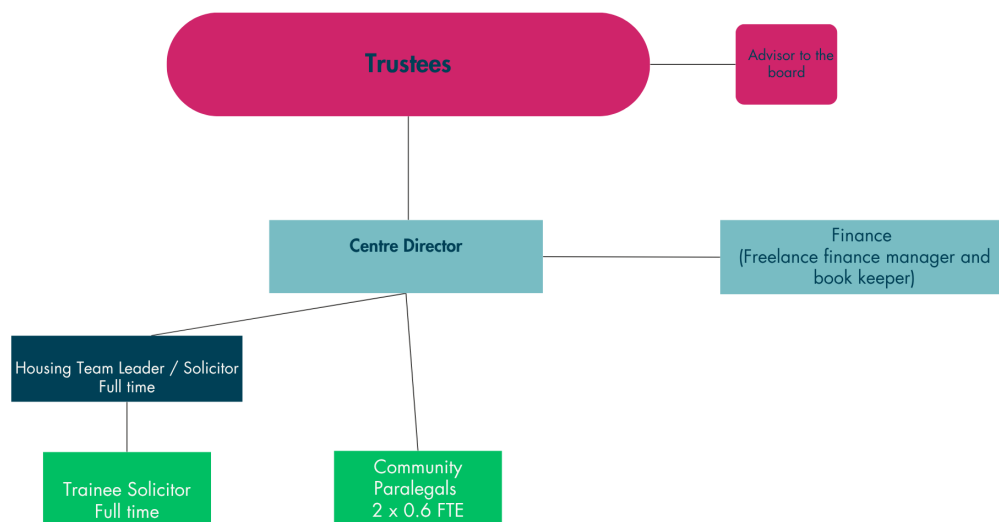
About North Wales Community Law

Our vision is that everyone in North Wales has access to the services and expertise they need to uphold their rights, fight inequality and challenge injustice.

North Wales Community Law is an independent, not-for-profit legal charity committed to alleviating poverty, promoting equality, and helping everyone create a fair and just society. We do this by providing free, community based legal advice on issues affecting the day-to-day lives of people living in North Wales, using the law as a tool for social change, and sharing knowledge and skills across the legal and charity sectors.

Since opening our doors in 2023 we've provided expert legal advice to people in need who would otherwise have no access to justice. We have a small team of solicitors and caseworkers providing housing legal advice. We have established a national profile across Wales and the UK, championing the legal rights of people in North Wales who are marginalised through poverty, discrimination, or disadvantage. A recently awarded legal aid contract for housing and Welsh Government funding put us in a strong position to challenge injustice and inequality for the communities we serve.

Organisation Structure



About the role

This is an exciting opportunity for someone who wants to help ensure that people across North Wales can access the support and expertise they need to uphold their rights, challenge injustice and tackle inequality.

We are looking for an experienced charity leader to provide strategic and operational leadership to North Wales Community Law. Working closely with an ambitious Board of Trustees, you will lead the organisation through its next phase of development, ensuring financial sustainability, strong governance and high-quality legal services while building partnerships and growing our impact across North Wales.

Duties

Organisational Leadership and Governance

- Lead the organisation in line with its vision, mission and values
- Act as principal adviser to the Board of Trustees, supporting effective governance and helping trustees discharge their legal and strategic responsibilities
- Build a productive relationship with the Chair and ensure trustees receive timely, high-quality information to support decision-making
- Work with the Board to develop, implement and review the organisation's strategy
- Ensure high standards of governance, compliance & organisational assurance, including risk management & adherence to charity, company, employment & legal requirements
- Ensure effective governance systems, including delegated authority, policies and decision-making processes
- Work with external advisers, including auditors, legal advisers and compliance specialists, where appropriate
- Lead organisational planning, ensuring resources are aligned with strategic priorities

Finance and Sustainability

- Lead financial management, budgeting and long-term sustainability
- Lead income generation, fundraising, contract management and funder relationships
- Monitor organisational performance, finances and risk, reporting regularly to the Board
- Work with the Team Leader to ensure legal services meet contractual, funding and quality requirements

HR and Organisational Systems

- Lead people management, ensuring effective recruitment, performance management and staff wellbeing
- Develop and maintain effective HR policies, systems and good employment practice
- Foster a positive, inclusive and values-led organisational culture

Performance Monitoring and Reporting

- Ensure effective systems are in place to monitor organisational & service performance
- Provide clear, accurate reporting to the Board on performance, risk and impact

Community Engagement

- Lead the organisation's community engagement and outreach strategy, ensuring services reach communities most affected by poverty, discrimination and disadvantage
- Develop strategic partnerships with community organisations, local authorities and other stakeholders to improve access to services
- Ensure community engagement supports organisational sustainability, contractual requirements and organisational objectives

External Relations and Partnerships

- Represent the organisation externally at local, regional and national level
- Develop strategic partnerships and collaborations
- Promote the organisation's profile and influence

Organisational Structure

Person Specification

Leadership

- Significant experience in a senior leadership role within a charity or not-for-profit organisation
- Ability to balance operational delivery with long-term strategic development

Finance and Fundraising

- Experience of income generation and fundraising from trust and foundations
- Experience of managing funded contracts and funder relationships
- Experience of managing budgets and financial planning
- Experience of assessing financial risk and making informed decisions

Governance

- Significant experience of working closely with a Board of Trustees or equivalent governing body

- Experience of preparing Board papers and presenting complex information clearly
- Good understanding of charity governance, trustee responsibilities and good governance practice
- Experience of developing organisational risk management and assurance processes

People Management

- Experience of line management, performance management including ability to work effectively with specialist leads (e.g. legal, finance)
- Strong commitment to staff wellbeing and positive organisational culture
- Ability to lead inclusively and promote equality, diversity and inclusion
- Experience of developing HR policies, systems and good employment practice

External relationships

- Excellent communication and relationship-building skills
- Ability to represent the organisation credibly with external stakeholders
- Experience of partnership working and stakeholder management

Personal Commitment

- Strong commitment to social justice and the organisation's mission
- High levels of integrity, resilience and professionalism
- Ability to work collaboratively while holding others to account

Desirable Criteria

- Experience of working in or with the not-for-profit legal advice sector
- Knowledge of the Legal Aid regime and publicly funded legal services
- Ability to work in Welsh (spoken and/or written)

To Apply

If you would like an informal discussion about the role this would be welcomed. Please email Jayne Butler, Interim CEO to organise this: Jayne.Butler@nwcl.cymru

The deadline for applications is **12 noon on Thursday 12th November 2026**.

Please apply with your CV and a cover letter of up to two pages. You should email this to recruitment@nwcl.cymru. First interviews will be held online on 26 November 2026. Please let us know in your application if this date isn't possible for you.

Please use your covering letter to demonstrate your suitability for the role against the person specification. In particular, please provide specific examples of your experience managing within a small organisation and securing funding from trusts and foundations.

Candidates who are successful at first stage will be invited to a final in-person interview.

We recognise the value of diverse perspectives in our work and encourage applications from people of all backgrounds, communities, identities and experiences, including those with personal experience of the inequalities and injustices we seek to address.

If you require any reasonable adjustments as part of the recruitment process, please let us know by emailing Jayne.Butler@nwcl.cymru.

We look forward to hearing from you.