

LIBERTY

Recruitment Pack: Legal Team Manager

Liberty is an independent campaigning organisation. At Liberty, we challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly. Our new strategy is set out here: [Liberty-Strategy-2026-2029.pdf](#)

Strategic litigation is core to Liberty's work. Our lawyers work closely with the rest of the organisation using our casework, legal advice and education work to help Liberty reach its strategic goals.

Liberty is looking for a creative and strategic lawyer with management experience to join our legal team in the role of a legal team manager. We are looking for someone who can:

- Develop strategies for creating change using litigation and other legal tools
- Run a small caseload of strategic litigation for Liberty and external clients
- Conduct interventions
- Give advice on human rights and other issues, internally and externally
- Line manage a lawyer, a paralegal and our legal information officer
- Contribute to Liberty's policy and campaigning work
- Act as a Liberty spokesperson within your areas of specialism

Liberty is committed to building a truly inclusive team. We welcome applications from marginalised groups, particularly people of colour, trans and non-binary people, disabled people and older candidates. **Your potential to learn and grow in the role is important to us, so even if you don't have all of what we are asking for, we want to hear from you.** We also welcome applications from people who are interested in flexible working arrangements.

POSITION DESCRIPTION	
Position title:	Legal Team Manager
Position reports to:	Head of Legal
Employment status:	Full Time, permanent
Salary:	£67,586 (U3 salary scale)
Hours:	35 hours per week, plus occasional out of hours work (for which TOIL is available)
Location:	Hybrid – two days a week in the office, Westminster, London usually Tuesday and Thursday.
Closing date for applications:	9am Monday 22 June 2026
Interview dates:	First round (online) - Thursday 2 July 2026 Second round (at Liberty's office) – Thursday 9 July 2026

About the role

Liberty's lawyers are responsible for running strategic litigation, conducting interventions and providing specialist human rights advice. This newly-created role is to increase the team's capacity for legal work, particularly strategic litigation, whilst also providing legal advice internally and working closely with partner organisations on key legal issues. The role involves identifying and developing legal challenges to support Liberty to meet its strategic objectives.

Alongside their legal work, the legal team manager will be line managing one of the lawyers, one of the paralegals and the legal information officer, who leads Liberty's legal education work. The management of the team as a whole will be shared between the Head of Legal, the current legal team manager and the new postholder.

KEY RESPONSIBILITIES

Litigation and legal advice

- Manage a small caseload of strategic litigation across a range of subject areas, to the highest professional standard. Provide ad hoc legal advice to Liberty and external organisations across the same range of subject areas, instructing external counsel, solicitors and experts where required.
- Identify and scope potential strategic legal challenges, including carrying out investigative work into public bodies' policies and actions and assessing the strategic merit of the cases in achieving Liberty's aims and the risks involved and advising SLT accordingly
- Draft, develop and progress litigation strategies/work plans for your area of work, regularly reporting on progress to others in organisation
- Maintain accurate and complete case files
- Ensure all relevant legal professional and regulatory standards are met; supervise paralegals' work to ensure such standards are met
- Where appropriate, seek legal aid for cases. Ensure that legal aid cases are run efficiently and in compliance with the Legal Aid Agency's standards
- As appropriate, seek other funding arrangements and costs protection for cases
- Ensure efficient financial administration of cases, including holding of client monies and the billing and receipt of money generally

Management

- Support the Head of Legal to set and deliver their strategic leadership responsibilities across the team and organisation, deputising for the Head of Legal as appropriate.
- Provide regular, effective and personalised leadership and line management to one of the lawyers, one of the Legal Team's paralegals and the Legal Information Officer.
- Ensuring direct reports are empowered, informed and well-supported to deliver their individual and collective objectives. Supporting team members to develop in their roles and build their experience and expertise. Where relevant, support paralegal(s) in achieving qualification as solicitors by overseeing their compliance with Solicitors Regulation Authority standards.

KEY RESPONSIBILITIES

- Take an active role in the maintenance of a positive and effective workplace culture
 - maintain a strong focus on what's needed to facilitate exceptional delivery
 - clearly communicate organisational direction and change
 - provide timely and constructive feedback to new initiatives and reviews including working with those you line manage as needed to collate and offer solutions-focused feedback to issues
 - take part and actively contribute to management training sessions, and provide peer support as appropriate
- Support the Head of Legal to develop expenditure budgets and to monitor expenditure and manage contractor/supplier relationships. Ensure the Legal team's compliance with the finance policy.
- Oversee the Legal Information Officer's work and work closely with the Head of Legal to ensure the LIO's work is strategically aligned with Liberty's aims, integrated across the organisation and effectively monitored and evaluated.
- Lead on a substantial proportion of legal aid/SQM/SRA record-keeping and team policy/practice reviews/updates, including conducting file reviews for the team and maintaining systems for file management and quality assurance. Support the Head of Legal in preparing for and ensuring Liberty passes its regular SQM audit, and on any follow-up work on audit recommendations.
- Contribute to the team's external engagement and outreach and promotion of the team within the sector including managing some external relationships
- Support the Head of Legal and at times lead on recruitment to the Legal Team.

Other legal work

- Work with Liberty's Legal Information Officer to provide resources on legal issues for members of the public, including webpages, training, workshops and other resources
- Deliver training or public speaking on your areas of specialism arising from our work
- Prepare text on legal issues and casework for Liberty's website
- Keep up to date with changes in legislation, case law and legal procedure relevant to the work of Liberty
- Contribute to delivery of a smooth running and effective AGM and election process through undertaking the role of returning officer (alongside the other legal team manager), and providing ad hoc governance advice in that role to SLT when requested

Media, Policy and Campaigning

- Act as media spokesperson, taking part in broadcast and print interviews, writing articles, public speaking, and representing the organisation at events, on assigned pieces of work
- Play an active role in effective cross team working across assigned areas
- Provide technical advice and support for specific assigned areas of Liberty's policy and campaigns work keeping up to date with changes, advising teams as appropriate, in particular contributing to development of policy work and campaigns.

KEY RESPONSIBILITIES

- On assigned areas of work ensure Liberty's legal work is integrated with policy, campaigns and other advocacy work using joined-up strategies, working closely across teams.
- Support the Head of Legal to organise Legal Team and cross-team away days to ensure strategic and joined-up work across the organisation.
- Drive forward and contribute to wider advocacy efforts to ensure legal victories are enforced

Evaluation

- Lead on the monitoring and evaluation of your legal work and litigation, collating, analysing and reporting on results in a regular and timely manner.
- On assigned pieces of work, implement systems to assess the impact of the Legal Team's work, to evaluate outcomes and inform future decision making.

General responsibilities

- Develop and maintain strategic relationships with frontline organisations as well as other NGOs/stakeholders for the purpose of building partnerships and maintaining an awareness of sector challenges, best practice and solutions, across assigned areas
- Contribute to the overall work of the Legal Team to ensure objectives are achieved
- Both individually and through those you manage, contribute to and deliver the anti-oppression workplan as it relates to the Legal team, and support the embedding of Liberty's anti-oppression strategy.
- As required, support the Philanthropy and Individual Giving teams through drafting and reviewing funding applications/reports relevant to your and the Legal team's work and ensure that the Legal team collates and produces evaluation data for funder reporting as requested.
- Under the direction of SLT, prepare reports for Liberty Boards/Sub Committees and attend governance meetings to present areas of your work and answer questions.
- Maintain an awareness and knowledge of developments in human rights and civil liberties in the UK. By engaging with other teams within Liberty, monitor parliamentary business, government announcements and media coverage to keep on top of political trends in relation to assigned areas of legal work.
- With the support of the Head of Legal, as required lead on the delivery of all staff briefings on areas of your work or the Legal Team's work.
- As requested, attend the AGM and deliver assigned tasks.
- Attend and participate in Liberty events as needed, including occasional duties outside of office hours
- Perform other duties at the request of SLT or Head of Legal

SELECTION CRITERIA		Essential	Desirable
Knowledge and experience	Hold and maintain a current practising certificate with the Solicitors Regulation Authority and have at least six years of post-qualification experience	✓	
	Significant experience of conducting public law/human rights litigation	✓	
	Experience of working within the legal aid system	✓	
	Experience of supervision and training of qualified and unqualified staff	✓	
	Hold and maintain qualification as a legal aid public law supervisor in line with Legal Aid Agency's standards		✓
	Experience of public speaking and/or media work		✓
	Experience of identifying and progressing strategic legal challenges		✓
	Experience of litigation funding arrangements other than legal aid		✓
Competencies	Legal analysis and strategic vision – Ability to analyse Liberty's strategic goals from a legal perspective and to translate that analysis into strategic and viable legal challenges	✓	
	Communication - Excellent written and oral communication skills, including the ability to communicate complex legal and policy arguments and principles clearly, persuasively and succinctly to a non-legal audience	✓	
	Delivery and Implementation - Ability to manage many competing priorities against tight deadlines, work independently and problem solve.	✓	
	Collaboration and Creativity - Ability to develop strategic working relationships with internal and external stakeholders, including organisational clients.	✓	
	Learning and Reflection - A reflective and evaluative approach to legal casework, diagnosing what works, what doesn't, and what needs to change.	✓	
Values	Interest in Liberty's work and commitment to and understanding of Liberty's broad campaigning objectives, and its position as a cross-party, non-party organisation	✓	
	Commitment to Liberty's values including being anti-racist and disability-positive, and to building a fair, compassionate and diverse working environment	✓	

IMPORTANT INFORMATION

1. Application forms should be uploaded as a pdf document to the Job Board via our website [Job Board](#) with the job title as the subject no later than: 9am on Monday 22 June 2026

Applications received after the closing date will not be considered. We cannot accept CV's.

2. You will receive an automatically generated response confirming receipt. If you **DO NOT** receive this response, please check your junk folder. Any questions or issues, please contact HR@libertyhumanrights.org.uk

First round interviews are scheduled online for Thursday 2 July 2026

Second round interviews will be held in person on Thursday 9 July 2026

Details of the interviews will be confirmed by email.

3. Applicants who have not been shortlisted will be notified by email. **Due to our limited resources, we are unable to provide feedback on applications.**

Interview panels will be made up of two to four people who will each ask the candidates questions. The questions are intended to allow you to expand on your application and to demonstrate to the panel how far you meet the essential and desirable requirements of the post. All candidates are asked a uniform set of questions (usually five or six) and may also be asked follow-up questions to clarify or expand on individual answers. At the end of the interview candidates will also have an opportunity to ask questions about the job, conditions of service, etc. Some of the questions will be sent to you in advance of your interview, although there will be some follow up questions based on the answers you give in the interview.

4. Shortlisted candidates may be asked to complete a pre-interview or written task.
5. Once all interviews have taken place, shortlisted applicants will be contacted and informed of the outcome either by email or phone and offered the opportunity to receive feedback.
6. If you have a special requirement for completing the interview or a task due to a disability or connectivity reasons, please contact us at HR@libertyhumanrights.org.uk.
7. You can find our privacy notice for job applicants [here](#).

