



Education, Empowerment and Access to Justice for Women and Girls

Legal Manager Job Description

Overall Purpose of the Role

The Legal Manager will have overall leadership and oversight of AdvocAid's legal work. This includes AdvocAid's day to day legal representation and advice at several magistrate and high courts, through effective management and supervision of paralegals and Duty Counsel Lawyers. This also includes leading all of AdvocAid's appeals and strategic litigation, working with outside counsel and partners where relevant. The Legal Manager will also work closely with the Executive Director and programme staff for the design and implementation of advocacy initiatives. The Legal Manager will maintain AdvocAid's relationships within the judiciary and the wider legal community. The Legal Manager is a member of the Senior Management Team.

Specific Roles and Responsibilities:

Staff Management and Development

- Direct line management of AdvocAid's Freetown-based paralegals, and advisory support to paralegals in other locations;
- Direct line management of AdvocAid's Duty Counsels across the country;
- Recruiting and managing legal interns or volunteers;
- Chairing a weekly legal aid meeting;
- Weekly 1:1 meetings or phone calls with all paralegals and Duty Counsels;
- Designing and conducting internal legal trainings;
- Capacity building of the AdvocAid legal team through mentoring or coaching;
- Reporting to the Executive Director, including provision of the monthly Legal Officer report;
- Participating in AdvocAid's Senior Management Team (SMT), including attending meetings, representing the interests of the legal aid team, and communicating SMT decisions to team members.

Legal & Advocacy Programme Design and Management

- Contributing to the design of legal representation and empowerment programmes and advocacy campaigns;
- Reviewing relevant sections of donor proposals and reports in relation to legal representation and empowerment programmes;
- Supervision and assessment of AdvocAid's legal aid case management system;

- Monitoring and evaluation of legal aid programmes, alongside the MEAL Officer;
- Liaising with criminal justice institutions, correctional centre officials, and civil society organisations as needed on legal matters;
- Contributing and, where relevant, leading research, law reform and advocacy programmes as appropriate;
- Representing AdvocAid at events, forums and conferences, where possible;
- Participating in quarterly Legal & Advocacy meetings with the Board and the Executive Director.

Legal Representation, Advice and Assistance

- Reviewing cases handled by legal aid staff, providing support where needed (such as strategy, case law research, proofs of evidence etc);
- Selecting potential cases for appeal and leading the appeal. This may include filing the appeal, identifying outside counsel where needed, and following up with the judiciary for hearing dates;
- Scoping cases for potential strategic litigation. This may include legal representation of the case or identifying and monitoring outside counsel;
- Providing legal advice and assistance to AdvocAid Limited on matters related to company law, labour law, immigration law, as needed.

Partnership Development and Management

The Legal Manager will support the Executive Director in:

- Networking with relevant organisations, both nationally and internationally, to raise awareness of, and interest in, AdvocAid's work;
- Building and maintaining positive relationships with future and existing partner organisations and government bodies in Sierra Leone;
- Collaborating in and/or co-ordinating activities between partner legal aid and or advocacy organizations and other civil society organisations which further AdvocAid's work.

Organisational HR and Compliance

The Legal Manager will support the Executive Director in:

- Review and revise organisational policies and processes to support the organisation's operation and growth, ensuring the organisation fulfils its legal, statutory and regulatory requirements and registrations.
- The implementation of the organisation's HR policies and processes, including recruitment, contracts, annual reviews and other HR procedures.
- Work with the finance team to ensure that employee terms and conditions are in line with employment law legislation.