

Training Lead (Employment Law)

Job Description and person specification

Role title: Training Lead (Employment Law)

Salary range: £38,000 - £40,000 FTE (per year, depending on accreditation and experience)

Hours: Full time (37.5 hours per week) or part-time, with flexibility for an exceptional candidate

Contract: Fixed term for 12 months (2-month probation)

Annual leave: 31 days (28 days + 3 days Christmas closure)

Location: London hybrid, with the option of remote-only work for an exceptional candidate

Travel: Regular travel (approx. couple of times per month) required

Reporting to: Deputy CEO

About the Work Rights Centre

Work Rights Centre is a charity that helps migrants and disadvantaged Britons access employment justice and improve their social mobility. We do this by providing: free legal advice that changes lives; tools that empower people to understand and assert their rights; and campaigns that challenge the systemic causes of injustice in the long-term with research, parliamentary advocacy, and strategic litigation.

Every year our legal advice team recovers thousands of pounds in unpaid wages for workers exploited by unscrupulous employers, and supports hundreds of people to secure their status in the UK. As one of very few charities with legal expertise at the intersection of employment and immigration, we are leading the way in representing and advocating for migrant workers on employer-sponsored visas.

The training programme

Over the last few years our legal teams have delivered a number of successful training and capacity building programmes to other advice charities and local authorities - from short teaser sessions, to in-depth programmes that walked attendees through the core pillars of employment law over the course of several weeks.

We are now looking for an experienced trainer to join the charity, drive the development and delivery of our new exciting training programme, and support the ongoing growth of the charity.

Please note that while this role is initially offered as fixed-term, we will aim to make the position permanent, subject to the success of the training programme.

Responsibilities

1. Lead on the development and delivery of training materials

Your main responsibilities are developing and delivering the charity's training materials. Employment law will form the core of your material, but we are looking for an intellectually agile colleague who understands that, in practice, exercising employment rights will also intersect with other legal frameworks (such as the Immigration Rules, the Modern Slavery Act, and the Equality Act), and can confidently engage with adjacent areas of law.

- Design a suite of training modules covering core employment law topics and adjacent areas (e.g. Employment Rights Act 2025 and its implications, Modern Slavery Act 2015).
- Write and regularly update training materials, legal information guides, and explainers, with support from the legal advice team and external experts as needed.
- Ensure training content is tailored for distinct audiences (e.g. employers, local authorities and other advice charities).
- Lead on delivery of employment law and adjacent training, both in-person and online, ensuring accessibility for all learners.
- Establish evaluation framework and assessment tools to measure and evidence the impact of our training.
- Stay at the forefront of UK employment law changes and adjacent areas, to identify emerging issues and priorities for new training materials, and to ensure all training materials are robust.

2. Supporting the charity in growing its settlements and consultancy offering

While training is a tried and tested model, and it will form the core of your duties, it is important to be agile. Some stakeholders may welcome the group-setting of training sessions, while others may value more tailored, consultancy-style support. Reviewing and advising on settlement agreements or internal employment policies can also make an important contribution to our mission and income. We want to remain open to adapting our offering to make the biggest impact for our mission and the charity's finances. This is why we count on you to:

- Work closely with the Deputy CEO to evaluate impact, thinking critically and constructively about the charity's training offering, and potential for improvement.
- Use the best available evidence to support the Deputy CEO to develop future products and services (such as consultancy, policy reviews or information materials).
- Be ready to pilot a settlement agreement review programme.
- Support the Deputy CEO in writing new bids centred on training and consultancy.
- Support promoting the charity's training and consultancy offering by writing engaging course descriptions and learning outcomes, and engaging with relevant stakeholders.

3. Supporting the wider development of the organisation

We would also like you to apply your skills to support the wider development of the charity. To this end, we count on you to:

- Stay up to date with developments in employment law and intersecting legal frameworks, and support the charity to produce public-facing legal information guides.
- Collaborate with colleagues in the campaigns team, as required, to support the charity's system change efforts.
- Maintain a good relationship with key stakeholders in the employment policy and advocacy arena, acting as an ambassador for the Work Rights Centre at all times.

General responsibilities

In addition to your key duties, we expect you to:

- Be an enthusiastic team player, and keep abreast of the overall work of the charity.
- Be competent in the use of IT software.
- Participate in regular supervisions with your line manager, value feedback, and be committed to your professional development.
- Regularly travel across and outside of London.
- Maintain administrative records as required, in compliance with accreditations and funding bodies, and charity internal reporting and financial management requirements.

Flexibility. There is a lot to learn, and to offer, at the Work Rights Centre, and the charity has grown substantially since our foundation in 2016. This relies on our ability to remain agile. We trust you to be responsive to our changing needs, and to adapt your workload and undertake any other duties that may be reasonably required. This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person specifications

Qualifications

- Qualified solicitor or barrister, eligible to practise in England and Wales.

Knowledge and experience

- Strong and up to date knowledge of employment law.
- Experience in developing training or professional development materials.
- Experience in delivering compelling and accessible legal training or workshops (internal or external).
- Empathy for the experiences of migrants and other vulnerable workers.

Skills

- Excellent written and verbal communication skills, confident speaker.
- Ability to communicate legal information in a readily understandable and engaging way.
- Excellent time management, demonstrating an ability to meet tight deadlines.
- Excellent IT skills, including Word and Excel, and remote work systems.

Personal attributes

- Confident and resourceful, you can work to a high standard with minimal supervision.
- Enthusiastic and proactive, you are self-motivated by a strong sense of justice.
- Collegial, you recognise the value of teamwork and shared objectives.
- Flexible, you are prepared to work longer hours if necessary, for example evenings and weekends/assist with broader objectives of the organisation.
- You have a real commitment to the aims and values of the Work Rights Centre.

Desirable

- Familiarity with immigration law and/or the intersections of employment and immigration.
- Good commercial judgement and experience generating income.

Even if you are not sure whether you have all the experience, if you have the qualification, share our commitment to excellent employment legal advice, and trust your ability to make a positive contribution to our team, we encourage you to express interest.

How to apply

To apply for the role, please send a CV and cover letter to recruitment@workrightscentre.org by **Sunday, March 1st**. It is important to tell us why you think your experience, skills and attributes meet the person specifications of this role, and why you would like to join our team. Shortlisted candidates will be invited to complete a short technical task. For more information, do not hesitate to get in touch.

FAQs

Why is this role fixed-term?

This role is offered as a fixed-term contract as it is a new position to drive the development of a new line of work. Our current aim is to make the role permanent after the initial 12-month period, subject to the success of the new training programme.

What are my professional development opportunities?

The Work Rights Centre has a real culture for learning and upskilling. We have a dedicated training budget and encourage team members to attend training from reputable professional organisations.

What other benefits do staff get?

We offer enhanced sick pay for up to 28 days, additional leave days during Christmas closure, and have worked hard to secure enough funding to support all staff who wish to start families, by offering 20 weeks of enhanced parental pay.

How is the Work Rights Centre funded?

Our main source of funding is grants from independent trusts and foundations. Having started with zero capital in 2016, over the last years we have developed long-term relationships with some of the best-regarded funders in the UK, including Trust for London, the Legal Education Foundation, the National Lottery, City Bridge Trust and many more. You can view a full list of our current funders on our [About us](#) page, and look up our financial record on the [Charity Commission's register](#).

How financially sustainable is the Work Rights Centre?

The Work Rights Centre is on a path of significant financial and organisational growth. For the last eight years we have consistently increased our income and the size of our team. In the last financial year ending March 2025, we have grown our funding by circa 13% and we are projecting to grow substantially this year again. You can learn more from our previous years' accounts on the Charity Commission's register.

Where is the Work Rights Centre headed in the next couple of years?

The Work Rights Centre has three strategic objectives for the next couple of years. First, use our rare mix of employment and immigration legal expertise to support under-represented migrant workers to access justice. Second, use this frontline intelligence to call for reforms to the labour enforcement and work migration system, with parliamentary advocacy, careful media interventions, and strategic litigation. Third, work towards improving the charity's long-term sustainability by growing our earned income (including from training and consultancy).