

Grants panel role description

About the grants panel

We are recruiting a panel of 10-12 people to recommend grants to projects that give better access to free legal advice and representation for disabled people. The panel will also help us shape the direction of this programme.

We want to recruit people with lived experience of disability and learned experience of legal advice. We hope to involve people from England, Northern Ireland, Scotland and Wales.

The grant panel will offer an informed, independent judgement on applications submitted to the legal grants programme. It will bring lived experience and professional acumen to bear on grant decisions.

The panel will be facilitated to make sure everyone can contribute to decisions about grants and everyone's voice is heard.

Panel members can contribute to an annual report on the programme. Contributions to this review do not have to be written. The facilitator will ensure everyone's views are included.

The panel can also recommend trustees adjust the programme to meet unmet, new or additional needs. For example, funding a particular location or community of interest.

Organisations applying for grants will have been assessed by the Trust's staff to make sure they are suitable for a grant.

Trustees are legally responsible for awarding funding. They will be guided by, and generally act on, the advice and recommendations of the grant panel.

The panel will have administrative support from the Three Guineas' staff team and Sainsbury Family Charitable Trusts' office.

THREE GUINEAS TRUST

Role description

1. Prepare for each panel meeting by reading and thinking about the applications provided.
2. Attend and participate in all scheduled panel meetings or send apologies on occasions where this is not possible. Comments and questions may be sent before the meeting by email.
3. Attend the initial grants panel orientation training. This will take place face-to-face and by videoconference.
4. Contribute to constructive feedback on applications that are not successful. This will be communicated to applicants by Three Guineas' staff.
5. Treat all information received as a panel member as confidential. Panel members must not disclose any information relating to panel discussions or applicants to anyone outside the panel.
6. Refrain from telling anyone about the outcomes of funding meetings before applicants are informed of the funding decision.
7. Help the panel review the priorities and scope for the grants programme. This will usually be once a year.
8. Contribute to the annual report on the programme. This report will be prepared by the facilitator once a year, with Three Guineas' staff support.
9. Declare any potential conflicts of interest. The facilitator will ask panel members to declare conflicts of interest before any discussions take place. This information will be recorded and kept with the notes of the meeting.

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10. Ensure that comments, opinions, and decisions are made based on respect for and inclusion of all groups and individuals.

Personal requirements

1. Commitment to improving access to legal advice for disabled people.
2. Able to work in a group, in person and online.
3. Ideally, able to meet in person once a year. This will be for the initial grant panel training and then to review the programme. Travel, accommodation, and access costs will be met.
4. Attend and participate in all scheduled panel meetings, either in person or by videoconference.
5. Good enough written and spoken English, or equivalent (for example BSL) to understand and comment on grant applications.
6. Lived experience of using legal advice or welfare rights services for disabled people *or* paid or unpaid working experience of providing welfare rights advice or legal advice and representation, ideally for disabled people *or* experience of working with legal advice services for disabled people, for example as a community worker/member who refers people to legal advice.
7. Willingness to uphold the policies on confidentiality, diversity, equity and inclusion, values and conflicts of interest.

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