



## **HSF Director of Legal Programmes**

The Helen Suzman Foundation (HSF) is looking for a Director of Legal Programmes. The successful candidate will oversee HSF's legal interventions and related advocacy. The position reports to the Executive Director, is part of HSF's senior management team and is integral to organisational planning and management. The Director of Legal Programmes is a strong, strategic manager with excellent interpersonal skills and the ability to communicate effectively with leadership and staff in a collaborative work environment.

The role bridges many realms of the HSF, most importantly management and leadership, legal strategy, resource development, legal advocacy and supervision.

## ***Key Responsibilities***

### **As a manager and organisational leader, the Director of Legal Programmes:**

1. Ensures delivery of expert legal interventions, whether they be legal submissions or submissions to Parliament, long-form reports, educational "briefs" or media comment.
2. Leads and collaborates with the team of legal researchers to determine and clearly define HSF legal programmes.
3. Manages the team of legal researchers in a manner that supports and encourages discussion, deliberation and reflection and builds camaraderie and collaboration within the team.
4. Leads the team of researchers to develop clear roles, expectations, divisions of labour, measurements of success, and ensures that distribution of workload and other duties is reasonable and fair.
5. Grows and leads the team of legal researchers, with a focus on ongoing professional development.

Director: Nicole Fritz

Trustees: Nick Binedell • Cecily Carmona • Max du Plessis • Cora Hoexter • Nick Jonsson • Daniel Jowell • Kalim Rajab • Gary Ralfe • Phila Zulu

Patrons: Prof. Thuli Madonsela • Lord Robin Renwick



6. Reviews and modifies, as needed, procedures and structures and implements best practices to maintain and improve the quality and efficiency of work produced by the team of legal researchers.
7. Partners with the funding and administration teams in continually assessing deliverables for grants, in order to make strategic decisions on legal programming, hiring needs, and staff responsibilities.
8. Acts as a spokesperson for HSF and works with the Communications and Outreach Officer and other staff to develop communications strategy that details the impact of HSF's work. Supports other staff, as needed, in doing the same.
9. Represents HSF in coalitions and other collaborative spaces with other organisations working on related issues through legal interventions.

**As a legal strategist, the Director of Legal Programmes:**

1. Provides strategic direction and continual assessment of alignment of HSF's strategy with the challenges facing South Africa's constitutional democracy.
2. Provides strategic direction of HSF's legal programmes, projects, and impact litigation and actively engages in long-range strategic planning and impact evaluation with HSF leadership.
3. Oversees the identification of new legal intervention and advocacy projects consistent with the mission and vision of HSF.
4. Identifies, builds and nurtures potential partners and networks, as well as advocacy, policy, and litigation opportunities.
5. Engages in legal advocacy, in coordination with the communications team. Directs the scope of or manages (or delegates as appropriate) the HSF legal advocacy and policy projects.
6. Stays informed on current constitutional developments, priorities and issues and funding opportunities through networking and maintaining relationships with key organisations and networks.



**In helping secure funding, the Director of Legal Programmes:**

1. Works as liaison between the team of legal researchers and the funding and communications teams to advance HSF's legal priorities and ensure an integrated and aligned approach across funding, legal interventions, and policy advocacy.
2. Works with the Executive Leadership Team, finance team, and researchers to troubleshoot reassignment of duties and functions when needed due to staff transitions, grant requirements, and workload changes.
3. Works with the funding team to drive fundraising efforts by participating in meetings with major funders, and speaking at forums and events.
4. Works with the administration team to support procurement, development, negotiation, implementation and assessment of contracts and invoices related to the legal programme.
5. Works with the communications team to craft accurate and compelling content about legal programming for external communications.
6. Works with the leadership and administrative staff to manage and ensure the team of researchers provides timely programme information needed for grant applications, grant deliverable tracking, and grant reporting narratives.

***Experience, Knowledge, Skills, and Abilities:***

**Required:**

- A law degree
- Significant related experience, whether as an attorney or advocate
- Clear commitment to the values of the HSF
- Demonstrable public interest law commitment
- Proven significant and prior commitment to diversity, equity, and inclusion
- A thoughtful and collaborative leadership style
- Experience creating, investing in, uplifting, and managing individual staff and teams; strong inclusive facilitation skills



# HELENSUZMAN FOUNDATION

- Prior experience with managing staff in a legal environment
- Excellent judgment, measured and operationally savvy
- Can prioritize between and manage multiple demands
- Demonstrated ability to effectively manage a team and provide mentoring and development of staff towards increasing levels of success
- Excellent organization and time management skills to manage one's own work, as well as encourage the same in others to ensure timely completion of assignments and projects.
- Experience in conducting and supervising complex legal research and analysis.

## **Desired:**

- At least two years of prior experience in a legal director position or comparable leadership position the duties of which included the development and implementation of legal strategies, development and partnership with community partners, and management and supervision of legal staff.

## **Application Instructions**

Applications are strongly encouraged from women and persons of disadvantaged backgrounds.

Should you wish to apply, please send your CV together with a covering letter explaining why you are a good fit for the role to Yvette Ondinga at [yvette@hsf.org.za](mailto:yvette@hsf.org.za)

The deadline for applications is Monday, 5 December 2022.