

## **Lincoln's Inn**



### **Job Description**

<b>Job Title:</b>	Students Assistant
<b>Department:</b>	Education (Pre-Call Team)
<b>Reporting to:</b>	Students Manager
<b>Responsible for:</b>	Not applicable

### **Post Objectives**

To provide administration for the events and activities for student members of the Inn as well as providing administrative support to assist in the running of the Education Department.

### **Main Duties**

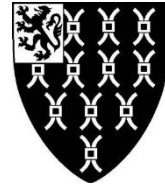
The following list of duties is indicative of the nature of the post. Priorities, time-scales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. To assist the Students Manager in the co-ordination and delivery of the students' education and training programmes.
2. To make the arrangements for student attendees at residential and non-residential training events, including processing bookings, dealing with enquiries, producing materials and attending each event to assist the Students Manager and Pre-Call Education Manager in the running of the event.
3. To assist in making the arrangements for recruitment and selection of Student Representatives, Student Club Secretaries and Students' Association committee members.
4. To act as the main point of contact for the Student Secretaries of the Inn's debating and mooted clubs and assist them in running the clubs.
5. To assist the Students' Association Secretary in the administration of the Inn's Law Journal.
6. To administer the students' marshalling scheme by maintaining the list of those judges willing to provide placements, arranging recruitment of new judges to the scheme and arranging placements for students.
7. To assist the Students Manager and Pre-Call Manager with other qualifying sessions and student activities, including helping with organising lectures, competitions, introductory events for new students and careers advice.

8. To assist in updating the Inn's social media accounts and website.
9. To coordinate the production of the regular students' email newsletter.
10. To provide administrative support and take the minutes for the Pre-Call Education Committee.
11. To collate feedback from those attending courses and events and produce regular reports on feedback for the Committee.
12. To ensure the timely preparation of materials for events and large scale mailings.
13. To provide administrative assistance to the Students Manager as and when required.
14. To assist others in the Education Department, in particular the Pre-Call Team, in organising Inn events and activities.
15. To work in a helpful and professional manner with other departments, members (including senior professional people) and external contacts.
16. To assist with general departmental administration, including but not limited to handling emails coming into the general departmental email, dealing with general enquiries, maintaining the departmental calendar, assisting with the maintenance of records on the Inn's database and providing cover at reception and the booking office, as required.
17. To maintain a reasonable knowledge of the general duties undertaken across the Education Department.
18. To attend events both at the Inn and outside of London for which the post-holder is either solely or jointly responsible to ensure their smooth running as required which will require weekend and evening working for which Time Off In Lieu (TOIL) will be awarded. Some events will involve travelling nationally. The amount of weekend and evening working and travel required will vary throughout the year and will include at least several events (some with overnight stay) a month during busy periods.

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### **Person Specification**



Job Title: Students Assistant

Department: Education

### **Criteria**

1. At least 6 months previous experience in an administrative support role within a busy working environment.
2. Experience of arranging formal events would be desirable, e.g. presentations, dinners, careers events.
3. Experience of working for either a non-profit organisation or in an education / training environment would be desirable.
4. Experience of working with further or higher education students would be desirable.
5. An undergraduate degree in any subject would be preferable.
6. Ability to provide effective administrative support with a positive attitude.
7. Experience of working well in a team and developing productive relationships.
8. Willingness to help and support team members including being flexible to business demands.
9. A confident communicator with excellent written and verbal communication skills, capable of communicating effectively with a wide range of people.
10. Ability to use own initiative and prioritise a busy workload with minimum supervision.
11. Good organisational and planning skills with the ability to deal with various tasks which may be repetitive.
12. Ability to use IT extensively including databases (Essential: Word, Excel and Outlook. Desirable: databases).
13. A highly developed attention to detail.
14. Ability to demonstrate honesty and integrity in everything.