

# The Honourable Society of Lincoln's Inn



## *Senior Committee Officer*

*Salary: £40,000*

### *Purpose of the Post*

To provide full secretariat duties and support for Inn Committees, Council and Benchers (governing body and members), processes and functions associated with the governance of the Inn.

### *Knowledge/ Skills Required*

1. Ideally a degree or equivalent.
2. At least 3 years experience of providing professional and high-quality secretariat functions to a range of committees in a demanding environment.
3. An excellent command of English and an ability to convey complex information in writing and verbally.
4. Excellent minute taking skills which accurately record the proceedings of the meeting and captures all action points.
5. Excellent planning and organisational skills.
6. Advanced skills in Word, Power point, Outlook and Excel.
7. Good experience of using technology in relation to Committees.
8. Self-motivated, flexible, well-organised and discreet, with excellent attention to detail, a strong customer focus and a positive 'Can Do' attitude.
9. Experience of working well in a team and developing productive relationships.
10. Willingness to help and support team members including being flexible to business demands.
11. Ability to use own initiative and prioritise a varied workload with minimum supervision.
12. Ability to demonstrate honesty and integrity in everything you do.

***Closing Date: Monday 23 March***

If you are interested, please send your CV to [HR@lincolnsinn.org.uk](mailto:HR@lincolnsinn.org.uk)