

Lincoln's Inn



Job Description

Job Title:	Post-Call Training Manager
Department:	Membership & Education
Reporting to:	Director of Membership & Education
Responsible for:	Post-Call Training Coordinator

Post Objectives

To manage and coordinate the Inn's training programmes for pupils and barristers.

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. Manage the coordination and delivery of the compulsory pupil and barrister training programmes, including attending each event and ensuring that there are sufficient opportunities for members to complete the compulsory courses.
2. Contribute to the development of and manage the coordination and delivery of non-compulsory training courses.
3. Recruit the Benchers and barrister tutors, who are all volunteers, for each residential and non-residential training course, ensuring the right mix of experience and practice areas.
4. Monitor success of courses, produce reports, and identify and steer improvements to existing events and activities.
5. Work with tutors and the Post-Call Education Committee to ensure that improvements and adjustments to the course programmes are made as needed and that materials are updated regularly.
6. Foster and develop relationships with members of the Inn and others who volunteer their time to assist or who could assist with the Inn's post-Call training programme.
7. Develop and maintain knowledge of the regulatory requirements for pupil and barrister training and provide advice and guidance as required.
8. Recruit, train, develop and appraise the Post-Call Training Coordinator as appropriate, ensuring that they have clearly defined role expectations and

performance standards, overseeing their work, and supporting them in the delivery of events and activities for which they are responsible.

9. Provide administrative support to and attend meetings of the Post-Call Education Committee, the Grading Sub-Committee, and any related or ad hoc groups.
10. Assist the Director in preparing the annual budget for the post-Call training programme and work with the Director to ensure that the budget is managed effectively.
11. Work in a helpful and professional manner with other departments, members (including senior professional people) and external contacts.
12. Lead on the delivery of occasional projects, ensuring efficient delivery within budget, deadlines, and quality standards.
13. Undertake any self-development or training, appropriate to the post and within the capability of the post-holder.
14. 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, and assisting with the maintenance of records on the Inn's database, as required.
15. Maintain a reasonable knowledge of the general duties undertaken across the Department and occasionally provide others in the Department with support for their events and activities.
16. 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. Most 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: Post-Call Training Manager

Department: Membership & Education

Criteria

1. At least two-years' experience of working in an administrative role in a busy environment.
2. An undergraduate degree in any subject would be preferable
3. Experience of planning and organising events / training programmes.
4. Experience of working for either a non-profit organisation or in an education / training environment would be desirable.
5. Experience of working well in a team and developing productive relationships.
6. Experience of supervising/managing a member of staff would be desirable
7. Willingness to help and support team members including being flexible to business demands.
8. A confident communicator with excellent written and verbal communication skills, capable of communicating effectively with a wide range of people.
9. Ability to negotiate and influence confidently and persuasively with people at the highest levels.
10. Ability to use own initiative, solve problems, 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.
13. A highly developed attention to detail.
14. Ability to demonstrate honesty and integrity in everything you do.