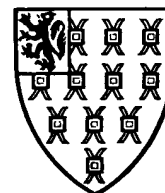


Lincoln's Inn



Job Description

Job Title:	Post-Call Training Coordinator
Department:	Membership & Education Department
Reporting to:	Post-Call Training Manager

Post Objectives

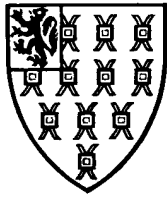
To provide general administrative support to the Post-Call Training Manager, who is responsible for coordinating the delivery of the Inn's barrister education and training, and to provide general support to the Membership & Education Department.

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. Assist the Post-Call Training Manager in the coordination and delivery of the Post-Call training programme for pupils and barristers, some of which may be delivered online.
2. Arrange other training on occasion, e.g., Facilitation Training and Equality and Diversity Training, including assisting in the development of course content and recruitment of tutors and attendees.
3. Ensure the timely preparation and issue of course materials. This includes producing and collating trainee packs, updating as necessary, as well as other necessary materials such as labels, badges, registers, programmes, and group lists.
4. Act as registrar for Post-Call Courses including assigning trainees to courses, ensuring barristers' training records and contact details are up to date and correct on the Inn's database and deal with all enquiries from practitioners and volunteers leading up to each course.
5. Generate a pool of volunteers who can act as advocates and witnesses on our courses and to lead and brief the group of volunteers on the courses.
6. Collate feedback from those attending courses and events and produce reports for the Post-Call Training Manager and for the Post-Call Education Committee.
7. Process expenses requests and invoices related to the training courses.
8. Liaise with suppliers and our internal catering department in arranging logistics of courses.
9. Provide administrative support to the Post-Call Education Committee by taking the minutes and assisting in the preparation of reports.

10. Maintain and update the relevant sections of the Inn's website and provide content for members' newsletters.
11. Provide administrative assistance to the Post-Call Training Manager as and when required.
12. Maintain a reasonable knowledge of the general duties undertaken across the Department.
13. Assist others in the Department in organising Inn events and activities as and when required.
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, assisting the maintenance of records on the Inn's database and providing cover at reception, as required.
15. 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. This will require weekend and evening working for which Time Off In Lieu (TOIL) will be awarded. The amount of weekend and evening working and travel required will vary throughout the year and will include at least seven weekends a year and several evenings a month during busy periods.



Lincoln's Inn

Person Specification

Job Title: Post-Call Training Coordinator
Department: Membership & Education Department

Criteria

1. At least one year's previous experience in an administrative support role within a busy working environment.
2. Experience of arranging training courses or other events, preferably with some experience of courses/events delivered via video conferencing.
3. Experience of working for either a membership organisation / association or a professional body would be desirable.
4. An undergraduate degree in any subject would be preferable.
5. Ability to provide effective administrative support with enthusiasm and be positive and helpful.
6. Excellent organisational and planning skills with the ability to deal with various tasks which may be repetitive.
7. Ability to use own initiative and prioritise a busy workload with minimum supervision.
8. Ability to work in a helpful and professional manner and develop productive relationships with other members of the team, other departments, members (including senior professional people) and external contacts.
9. Willingness to help and support team members including being flexible to business demands.
10. Able to work flexibly and attend events on evenings and weekends as required ensuring duties are carried out to the highest standard.
11. A confident communicator with excellent written and verbal communication skills, capable of communicating effectively with a wide range of people.
12. Highly developed attention to detail.
13. Ability to use IT extensively including databases and content management systems.
14. Ability to demonstrate honesty and integrity in everything you do.