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**Job Title:** Policy and Projects Manager

**Department:** DSC

**Reporting to:** Director of Operations

**Hours:** Mon-Fri, 09:00-17:00 (Hybrid working - 3 days on site)

**How to apply:** Please send your CV to [HR@lincolnsinn.org.uk](mailto:HR@lincolnsinn.org.uk)

# Post Objectives

The Policy and Projects Manager is a pivotal role, supporting the Under Treasurer (CEO) and all members of the Executive Team in policy development and driving forward the strategic agenda for the Inn. The post-holder will need a strong grasp of the key policy and corporate issues across the organisation, to deliver complex cross-cutting projects in line with our purpose and values.

**Main Duties**

* Driving the delivery of key cross-cutting policies and projects across the full range of Inn functions. This will initially include a review of all written policies, working across all teams to review processes, to update or refresh key documents and deliver high quality drafts for Executive Team sign-off. Immediate priority policy areas will include records management arrangements and business continuity planning. Other areas will follow as priorities are agreed.
* Identifying areas for ongoing change and improvement, assessing change requirements across the organisation and working with others to deliver the agreed programmes.
* Co-ordination of the Inn’s business planning process, working across all Inn teams to draft plans, monitor delivery and produce regular reports for the Executive Team, helping to ensure we are meeting our overall strategic and financial objectives.
* Working alongside Committee secretaries to identify issues for discussion with the Executive Team or through the Inn’s senior governance bodies, drawing together themes and actions from the Inn Committees to help ensure a consistent approach towards meeting our purpose and objectives.
* Providing motivational leadership to staff at all levels to ensure work is delivered on time and to a high standard.

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**Person Specification**

**Job Title:** Policy and Projects Manager

**Department**: DSC

**Skills and experience Required:**

* Excellent communication skills, both verbally and in writing, including preparation of complex policy papers, Board papers and planning documents.
* Experience of building relationships with a diverse range of stakeholders.
* Previous experience of advising and supporting senior staff.
* Proven track record of project delivery and management of change across a range of disciplines, including influencing others without direct line management responsibilities.
* Experience of resolving conflict to reach the best outcome for the organisation.
* Experience in constructing, drafting or contributing to policy and business plans, showing excellent analytical and planning skills.
* Flexibility, including managing conflicting priorities and ambiguous contexts in a busy environment.

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**Benefits**

## ****What's in it for you?****

There are lots of great reasons to work at Lincoln's Inn, including:

* Generous annual leave entitlement; 30+ days including closure periods over Christmas, Easter and August (for most roles)
* An excellent free lunch
* A 35-hour working week including paid breaks (for most roles)
* Hybrid working (depending on role)
* Overtime paid for Operational roles
* Private Medical Insurance
* A non-contributory 10% Stakeholder Pension Scheme
* Interest-free Season Ticket/Bicycle loan
* Free uniform for operational roles (laundered)
* Enhanced Maternity and Paternity and Shared Parental Leave
* Great annual training and continual development support
* Bicycle stands and shower facilities
* Great annual training and continual development support
* Death in Service benefit; 6 x your annual salary
* Free Eye tests and free chiropody
* Access to a confidential Employment Assistance Programme
* Team building days
* Plenty of social events, such as staff parties, quiz nights etc.
* Employment Membership shopping discounts

The Honourable Society of Lincoln's Inn is committed to ensuring both its members and staff members are treated with dignity and respect throughout their careers. We promote [values](https://www.lincolnsinn.org.uk/about-us/who-we-are/) of trust, transparency, and respect for all through robust policies and procedures.