The Honourable Society of Lincoln's Inn

Job Title: Students Coordinator

Department: Membership & Education

Reporting to: Students Education Manager

Responsible for: Not applicable

Hours: 40 hours per week, Monday-Friday inc. lunch; 09:00-17:00

How to apply: Please send your CV and cover letter to HR@lincolnsinn.org.uk.

Any Applications without a cover letter will not be considered.

This position is Hybrid. Depending on business needs and as a general rule, more than 50% of the working week should be in the office. Therefore, for a someone working 5 days a week, a maximum of 2 days a week should be working from home.

Lincoln's Inn is a thriving society of students, barristers, and judges set within an historic eleven-acre estate in central London. As one of the four Inns of Court, our core function is supporting the qualification, training and lifelong development of our members, within a collegiate and inclusive environment. As a multifaceted organisation, we provide a wealth of services and events for members, tenants and the public. This requires an experienced and dedicated professional team whose skills and responsibilities run wide, including for example education, scholarships, training, event management, security, gardens, estate management as well as all of the associated corporate functions.

The purpose of the Inn is to:

- support the rule of law and the administration of justice;
- support the effectiveness and standards of the Bar of England & Wales through education, scholarships, Call to the Bar, library and other services; and
- manage, use and enhance its historic estate in the heart of London for the benefit of members, barristers, tenants, residents, external customers and the wider public.

We are seeking a highly organised and proactive Students Coordinator to support the delivery of our student education programme and provide a high standard of administrative support to students throughout their journey. This varied role is focused on coordinating educational events and activities, administering key student processes, and acting as a first point of contact for student enquiries.

Ideal candidates will have strong administrative and event coordination experience within a busy environment, with the ability to organise training courses, workshops or events. They will demonstrate excellent organisational skills, a high level of attention to detail, and the ability to prioritise a varied workload independently. Confident communication, strong IT skills, and a positive, customer-focused approach are essential, alongside a willingness to work flexibly and support the wider team.

Post Objectives

To coordinate and support the delivery of educational programmes, events and activities for student members of the Inn.

Main Duties

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

1. Work with the Students Education Manager and Students Coordinator on the co-ordination and delivery of the students' education and training programmes, including attending events to assist in their running.

2. Make the arrangements for student attendees at residential and non-residential training events, including producing materials.

3. Make arrangements for the Inn's pupillage application review sessions and mock interviews for students.

4. Make arrangements for the Inn's student mooting, debating and public speaking competitions and support student-led clubs, acting as the main point of contact for Student Secretaries and assisting them in running activities.

5. Make the arrangements for recruitment and selection of Student Representatives, Student Club Secretaries and Lincoln's Inn Students' Association (LISA) committee members and act as their main point of contact, including assisting those outside of London with arranging local events, and attend occasional LISA meetings as a staff representative.

6. Coordinate the publication of the Inn's Student Law Journal and the production of the regular students' email newsletter, maintain the relevant sections of the Inn's website and provide content for social media accounts.

7. Make arrangements for the Inn's annual European Visits to Strasbourg, The Hague and Luxembourg.

8. Create events within the booking system, manage attendee bookings, and deal with cancellations and refunds as required.

9. Assist with monitoring and responding to enquiries received via the team inboxes, ensuring queries are handled promptly and escalated where appropriate.

10. Provide general administrative assistance to the Students Education Manager and Head of Education & Scholarships, and assist others in the department in organising Inn events and activities as required.

11. Work in a helpful and professional manner with other departments, members (including senior professional people) and external contacts.

12. Maintain a reasonable knowledge of the general duties undertaken across the Membership & Education Department and to assist with general departmental administration, including but not limited to, dealing with general enquiries, maintaining the departmental calendar, assisting with the maintenance of records on the Inn's database and providing cover at reception, as required.

13. 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.

    This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The Honourable Society of Lincoln's Inn

Person Specification

Job Title: Students Coordinator

Department: Membership & Education

Knowledge/skills required:

1. Experience in an administrative support role within a busy environment, with experience of coordinating events, training courses, or similar.
2. Experience within a membership organisation, professional body, education establishment or similar organisation would be desirable.
3. An undergraduate degree in any subject would be desirable.
4. Highly organised with excellent planning skills, able to manage a varied workload, prioritise effectively, and use initiative with minimal supervision.
5. Strong IT skills, including experience of using Microsoft Office applications, databases/CRM systems and content management systems.
6. Excellent attention to detail and ability to maintain accurate records and information.
7. Confident communicator with strong written and verbal skills, able to engage effectively with colleagues, senior stakeholders, members, students and external contacts.
8. Proactive, adaptable and able to work effectively under pressure, responding positively to changing priorities and business needs.
9. Professional, approachable and customer-focused, with the ability to build productive working relationships and handle enquiries effectively and sensitively.
10. A positive and enthusiastic approach, with a willingness to support colleagues and contribute to the wider team's objectives.
11. Flexible and willing to support the team, including occasional evening and weekend work for events.
12. Demonstrates high levels of honesty, integrity and professionalism in all aspects of work.

The Honourable Society of Lincoln's Inn

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 12.5% 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 of trust, transparency, and respect for all through robust policies and procedures.