



# Job Description

<b>Job Title:</b>	Outreach and Engagement Manager
<b>Team:</b>	Careers and Outreach team within the Education, Training and Qualifications directorate
<b>Reporting to:</b>	Head of Diversity, Careers and Outreach
<b>Responsible for:</b>	Outreach Development Officer and Careers and Outreach Coordinator
<b>Job Purpose:</b>	To act as account manager for the new lawyer stakeholder group; to lead the operational management of the Lawscot Foundation and work with the Careers and Wellbeing Manager to increase the range of Lawscot Wellbeing; to line manage two members of the team.

## Key Responsibilities:

- To be the key account manager for the new lawyer stakeholder group at a Law Society level, representing their interests to ensure the future of the profession receives a high level of support and engagement from their new, or future, professional body.
- To lead the operational management of and strategy development for the Lawscot Foundation charity.
- To work in association with the Careers and Wellbeing Manager to plan, deliver and lead work in relation to Lawscot Wellbeing, with particular focus on inclusive participation in wellbeing.
- To be the key account manager for students and university contacts, including representing the Law Society at university events and meetings, presenting to students, co-ordinating student events and oversight of all student engagement.
- To line manage two members of the Careers and Outreach team
- To represent the Law Society and the Lawscot Foundation in a wide range of communication tools and to deliver information and gain feedback from audiences.
- To have oversight of existing key outreach activities, run by the Careers and Outreach team and to develop and project manage further opportunities for work in this area.

Date: February 2024



# Employee Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>Degree level education or significant experience in a related position</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>Managing a number of projects simultaneously</li> <li>Event management</li> <li>Customer service</li> <li>Public speaking to different audiences</li> <li>Working with a range of internal and external stakeholders</li> <li>Line management responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Designing and delivering training sessions on specialist topics</li> <li>Working with internal and external stakeholders at C-suite/partnership level</li> <li>Programme management</li> <li>Critiquing and re-evaluating strategy and outcomes and adapting and improving future strategies.</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>Highly effective communication and presentation skills</li> <li>Content creation for articles, blogs and presentations</li> <li>Influencing and negotiating</li> <li>Well developed IT skills across a range of Microsoft applications</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of legal profession in Scotland</li> <li>Knowledge of the route to qualification as a solicitor in Scotland and the range of careers in the legal profession</li> <li>Knowledge of OSCR requirements for charities and charity trustees; responsibilities</li> <li>Knowledge of wellbeing related issues</li> <li>Knowledge of issues relating to barriers to access</li> <li>Research skills</li> </ul>
Competencies & Values	<ul style="list-style-type: none"> <li>Demonstrates our values of respect; openness; progress; integrity; and inclusion</li> <li>Team orientated</li> <li>Innovative</li> <li>Highly organised</li> <li>Ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



## Employee Specification

	<ul style="list-style-type: none"> <li>• Ability to work flexibly to meet deadlines</li> <li>• Able to exercise judgement</li> <li>• Commitment to learning</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Ability to work effectively in a hybrid working environment and to attend meetings at the offices of stakeholders</li> <li>• Some evening and out of normal work hours will be required</li> </ul>	

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