

Job Title Careers and Outreach Officer

Team Education, Training and Qualifications

Reporting to Outreach and Engagement Manager

Responsible for N/A

#### Job purpose

To manage key school outreach and support projects for new and future members and provide advice and information to students and new members.

#### Key responsibilities

- Project manage the Law Society's school outreach work, including an annual debate tournament and a Street Law programme.
- Liaise with sponsors, partners, volunteers and stakeholders to ensure the successful delivery of key projects.
- Prepare and deliver content tailored to new lawyers, including running events, website information and blogs.
- Create, manage and deliver the provision of careers education, advice, guidance and development activities for new and future members.
- Lead the delivery of the Law Society's Career Mentoring programme, including co-ordinating training events, recruiting new members and providing guidance to those involved.
- Respond to careers enquiries, including one-to-one advice to new and future members and answer queries relating to the route to qualification.
- Develop, promote, co-ordinate and participate or present at school, college and university careers events and law fairs.
- Provide administrative support for the wider work of the directorate, including processing applications, payments and responding to member enquiries.
- Carry out any other reasonable duties that may be expected by line manager.

Date

30 April 2024

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li>Higher Grade English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent work experience</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>Experience in a role requiring self-motivation and self-starting skills.</li> <li>Engagement experience, working with different audiences and stakeholders.</li> <li>Experience creating and delivering presentations.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing multiple projects</li> <li>Event management experience</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>A high level of written and oral communication</li> <li>Presentation skills</li> <li>High level of competence in IT packages</li> <li>Attention to detail</li> <li>An ability to multi-task</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of issues affecting students, graduates and newly-qualified professionals</li> </ul>
Competencies & values	<ul style="list-style-type: none"> <li>Demonstrates our values of respect; openness; progress; integrity; and inclusion</li> <li>Willing to learn</li> <li>Treats people with consideration</li> <li>Manages time effectively</li> <li>Anticipates problems</li> <li>Commitment to team work</li> <li>Desire to help others</li> <li>Excellent customer service</li> <li>Innovative</li> <li>Delivers quality service</li> <li>Develops collaborative relationships</li> <li>Takes personal accountability for results</li> <li>Proactive attitude and problem-solving approach to work</li> </ul>	

---

Other

- The role will require the ability to work effectively in a hybrid working environment and to attend meetings and events at university and other venues
  - Some evening and out of hours work will be required
-