

Job Title	Education Policy Executive
Team	Education, Training and Qualifications
Reporting to	Head of Education
Responsible for	N/A
Job purpose	To work with the Head of Education to develop education policies relating to a number of workstreams and to lead the Careers and Outreach team's work to develop policy around schools outreach and to lead the Social Mobility Network.
Key responsibilities	<ul style="list-style-type: none">• To work with the Head of Education to develop education policy relating to: alternative routes to qualifying as a solicitor; the knowledge and skills outcomes required to qualify as a solicitor in Scotland, with particular emphasis on trauma-informed practice and legal technology; and requalification into Scotland from other jurisdictions.• To work with the Head of Education to develop the Law Society's education policy through a range of projects that arise from time-to time• To manage the licensing process for providers of Trainee Continuing Professional Development• To research and develop policy relating to schools outreach• To review, develop and design themes for the Law Society Summer School• To lead the Social Mobility Network• To engage stakeholders and manage areas of educational policy for aspiring lawyers to develop our research and areas of focus• To project manage the design, review and co-ordination of presentations to LLB and Diploma in Legal Practice students

30 June 2025

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> Degree level or equivalent work experience 	<ul style="list-style-type: none"> LLB or education related degree
Work experience	<ul style="list-style-type: none"> Experience of policy development Experience of social mobility initiatives Experience of managing simultaneous large-scale projects with successful outcomes 	<ul style="list-style-type: none"> Experience of working in the legal sector
Knowledge & skills	<ul style="list-style-type: none"> Understanding of legal education in Scotland High level research skills Influencing and negotiating skills Working collaboratively as part of a team Managing stakeholder relationships 	<ul style="list-style-type: none"> Creating content relating to social mobility
Competencies & values	<ul style="list-style-type: none"> Respectful Openness Progressive Inclusive Integrity Ability to tailor communication to a diverse range of audiences Ability to work flexibly to meet deadlines Ability to work on own initiative and under pressure Ability to read, understand, communicate and act on complex sets of information High level of drive and enthusiasm Strong team orientation 	

Other

- Some travel within Scotland will be necessary
 - Occasional out of hours work and weekend work may be necessary
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