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| Job Title | Careers and Outreach Officer |
| Team | Education, Training and Qualifications |
| Reporting to | Wellbeing 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 | 1st October 2025 |

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|  | Essential | Desirable |
| Qualifications & training | Higher Grade English or equivalent | Degree or equivalent work experience |
| Work experience | Experience in a role requiring self-motivation and self-starting skills.  Engagement experience, working with different audiences and stakeholders.  Experience creating and delivering presentations. | Experience of managing multiple projects  Event management experience |
| Knowledge & skills | A high level of written and oral communication  Presentation skills  High level of competence in IT packages  Attention to detail  An ability to multi-task | Knowledge and understanding of issues affecting students, graduates and newly qualified professionals |
| Competencies & values | Demonstrates our values of respect; openness; progress; integrity; and inclusion  Willing to learn  Treats people with consideration  Manages time effectively  Anticipates problems  Commitment to teamwork  Desire to help others  Excellent customer service  Innovative  Delivers quality service  Develops collaborative relationships  Takes personal accountability for results  Proactive attitude and problem-solving approach to work |  |
| 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 |  |