



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

Scholarships Officer (Education Department)

The Honourable Society of the Middle Temple - City of London

Salary - Circa £25, 000 - £26,000 plus excellent benefits

Contract: Permanent

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

The Honourable Society of the Middle Temple is seeking for a Scholarships Officer to join our Education department. The Education Department is responsible for all those aspects of education and training for the Bar which are delivered by the Inn.

You will work closely with the Education Services Manager and the Director of Education Services.

The successful candidate will be able to deal with meticulous record-keeping, both of personal and financial details. They will enjoy paying attention to detail as well communicating with a great variety of individuals, ranging from students to senior members of the profession.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Migena Toci at: **recruitment@middletemple.org.uk**

The closing date for receipt of applications is **Thursday 28 June 2018**.



JOB DESCRIPTION

- Job Title:** Scholarships Officer
- Department:** Education
- Reporting to:** Director of Education Services
- Location:** The Honourable Society of the Middle Temple
- Hours:** Full time office hours, 37.5 per week with some flexibility required
- Key Objective(s):** To manage all aspects of the to the scholarships awards process.

Areas of Responsibility:

Scholarship Awards:

- Liaising with applicants at all stages of the scholarship process, including allocation of interview slots taking into account travelling time required
- Making information available to applicants using various methods
- Arrange for payment of annual scholarship awards and associated expenses
- Keeping of up to date records and data entry
- Monitor progress of scholars following receipt of scholarship award
- Preserve the legacies of the benefactors and arrange for living benefactors to meet scholars
- Liaise with the Scholarship Fund Appeal Working Group and the Finance department to ensure that all new scholarship donations are accurately recorded and correctly established
- Upkeep and maintenance of the Scholarships section of the Middle Temple website

Scholarship Interview Panels:

- Assist the Chairman of the Scholarships & Prizes Sub-Committee and Director of Education Services in selection of panel members
- Arrange dates & locations of scholarship interviews
- Provide all required information and paperwork to panel members
- Arrange for refreshments for panel members during interviews

Scholarships & Prizes Sub-Committee:

- Assist the Director of Education Services in the preparation of Agendas and meeting papers
- Take and distribute accurate minutes of all meetings



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Scholars' Dinner:

- In conjunction with the Inn's Events department, organise the annual Scholars' Dinner

Volunteers:

- Upkeep and maintenance of volunteer list
- Co-ordinate volunteer recruitment & training

Other:

- Providing general reception services to visitors, callers, guests and colleagues, as required.
- Undertake any other duties that may be required by the Education Team or the Inn from time to time, including assisting with Call ceremonies, Open Days etc.
- Work closely with the ICT department in the development of Civi CRM

Person specification:

	Essential	Desirable
Qualifications	A levels or equivalent education University level degree or equivalent.	
Background/experience	Solid administration background. Proven experience of coordinating meetings and events including planning, support and delivery. Proven experience of working effectively for demanding stakeholders at a senior level.	Experience of working with funding or scholarships.
Skills	High-level organisational, planning and administrative skills with the ability to manage conflicting and competing demands effectively.	Experience of updating websites including web-copy and editing.



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	<p>Highly proficient in all Microsoft programmes, particularly Word, Outlook and Excel.</p> <p>Previous experience working with database programmes.</p> <p>Excellent communication skills, both oral and written.</p>	
Personal qualities	<p>Highly customer service-oriented.</p> <p>Calm under pressure, patient and measured.</p> <p>Exceptional team player with the ability to collaborate effectively with people at all levels. Additionally, gain trust and confidence of colleagues and sustain positive relationships.</p> <p>Ability to use initiative to solve problems and find resolutions.</p> <p>Discretion and tact.</p>	

Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description

NAME (PRINT)

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SIGNATURE

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DATE

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LINE MANAGER (PRINT)

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SIGNATURE

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DATE

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