



Qualifying Sessions Assistant

The Honourable Society of the Middle Temple – City of London

Temporary contract on a rolling monthly basis

£12 Hourly Rate

The Inn

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practice as Barristers. The Inn accepts around 500 students per year and supplies CPD and vocational training to 8,000 practicing members.

The role

We are looking for a Qualifying Sessions Assistant join the Education Team. The Qualifying Sessions Assistant will be responsible for:

- Supervising the logistical delivery of online Qualifying Sessions, which involves: -
 - Being present at the preparation meeting between the Education Services Coordinator or Education Manager and the speaker(s)
 - Handling the delivery platform (usually StarLeaf), e.g. letting students in, ensuring the right people are in the spotlight
 - Keeping an eye on the training process, e.g. ensuring that break out groups finish at the specified time
 - Keeping an eye on questions from the audience, prioritising and structuring them and putting them to speaker/ putting the questioner in the spotlight
- Check attendance at the Qualifying Session and record in Civi (the Inn's membership system)
- Other limited administrative tasks as required from time to time

How to apply

If you wish to apply please send your CV and a covering letter detailing why you believe you are the right person for the role to Erin Markcoons at recruitment@middletemple.org.uk. The closing date for applications is **Wednesday 21 October 2020**

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

Middle Temple is an Equal Opportunities employer.