



**Education Services Coordinator**  
**The Honourable Society of the Middle Temple – City of London**  
**Permanent Contract**  
**£24,500 plus excellent benefits**

*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 also supplies CPD and vocational training to 8,000 practicing members.

*The role*

We are looking for an Education Services Coordinator to be an active member of the education team by providing reception services to visitors, callers, guests, and administrative services to colleagues as required. The Coordinator will be responsible for:

- the administration of educational/collegiate events for students (Qualifying Sessions), including keeping records to comply with reporting requirements.
- the administration associated with Call to the Bar which includes detailed checks to ensure applicants are eligible to be Called.

This is an exciting opportunity for someone to develop their administrative skills and experience in a traditional yet forward thinking organisation.

*Requirements*

The successful candidate will have/be:

- University level degree or equivalent
- Able to demonstrate solid administration experience in a professional environment
- IT literate with experience of using databases, Microsoft Office (Word, Outlook, Excel) and other computerised systems.
- Collaborative, cooperative and able to make and sustain positive relationships with colleagues.
- Excellent interpersonal, written and verbal communication skills
- Experience coordinating projects in a higher education administration context (*desirable, not essential*)

**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](mailto:recruitment@middletemple.org.uk). The closing date for applications is Sunday 22 March 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.



## **JOB DESCRIPTION**

- Job Title:** Education Services Coordinator
- Department:** Education
- Reporting to:** Education Services Manager
- 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 ensure the smooth administration of Qualifying Sessions;
  - To work with the Education Services Manager in the administration of Call

### **About Middle Temple:**

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar, i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister, which entitles them, after a period of pupillage (vocational training) to practice as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire. Middle Temple is also jointly responsible with Inner Temple for the Temple Church.

The Education department supports the admission, learning and development of some 600+ students who apply to the Inn each year as well as the 8,000 practising members in need of CPD services.

### **Areas of Responsibility:**

#### **1. Qualifying Sessions (QS):**

Handling every aspect of qualifying sessions and all admin relating to this, including

- Disseminating and updating information on QS (website, social media)
- Assisting students with booking sessions and amending records, when required.
- Keeping records of all QS in line with reporting requirements
- Producing an annual report

#### **2. Call to the Bar:**

Handling every aspect of Call, i.e.

- admin procedures
- necessary checks
- record-keeping
- organising the ceremony
- temporary Call

### **3. Other**

- Provide administrative assistance to the Education Services Manager, as well as the Director of Education Services and other members of the team when required.
- Undertake any other duties that may be required by the Education Team or the Inn from time to time, including, for example, working on new projects and initiatives, including the development of the CiviCRM system.
- Using initiative and providing ideas on improving processes within the department where possible, relating to the areas mentioned above or any other area within Education Services.
- Deal with general enquiries from visitors and members whether they are face to face, via email or on the telephone
- Provide support and backup for general office tasks, such as sale of merchandise, as required

### **Key working relationships**

This is a busy role that will involve constant communication with a large number of stakeholders, both internal and external. The Education Services Coordinator will have close working relationships with the Education Services Manager, the Director of Education, all colleagues in the Education Office, as well as Directors and colleagues from other parts of the Inn.



**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	University level degree or equivalent experience	
<b>Background/experience</b>	<p>Solid administration background.</p> <p>Proven experience of coordinating meetings and events including planning, support and delivery.</p> <p>Proven experience of working effectively for demanding stakeholders at a senior level.</p>	Experience of working in an education establishment.
<b>Skills</b>	<p>High-level organisational, planning and administrative skills with the ability to manage conflicting and competing demands effectively.</p> <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>	Experience of updating websites including web-copy and editing.
<b>Personal qualities</b>	<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> <p>Exceptional eye for detail.</p>	
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