

Magna Carta Project Manager

The Honourable Societies of the Inner Temple and the Middle Temple - City of London

Fixed Term until 31 December 2015

Salary range £35k - £40k plus excellent benefits including a pension scheme, lunch, PMI and a generous leave allowance.

This role will be responsible for co-ordinating and implementing events, liaising with internal and external bodies, preparing committee papers and agendas and publicity material, as directed by the Inns' Steering Groups. This is a key position requiring exceptional planning and administration skills as well as excellent communication and public relations management. The role is ideal for someone with extensive experience in an administrative and planning role who is used to dealing with high-level stakeholders and is looking to develop their career in a unique environment.

Inner and Middle Temple are two 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 practise as Barristers.

2015 marks the 800th year of the sealing of the Magna Carta, widely believed to be one of the most significant legal charters of the world. Some of the basic legal principles introduced by the Magna Carta still exist today in modern legal systems. To mark this significant anniversary, both Inns and the Temple Church are holding numerous events, open days and other celebrations throughout 2015.

A further key feature of the role is to manage the Temple Church annual Christmas Fair. Established in 2010, the Temple Church Fair has become a prominent feature in the Charity Fairs Association calendar and is attended by over 800 people.

A university degree or equivalent is essential, as is proven experience in a high level events co-ordination role, ideally in a heritage or charitable organisation. You will be intellectually able and have the ability to communicate clearly and fluently. You will be a natural collaborator with well-developed interpersonal skills who is comfortable in the company of very senior professionals, and an IT-literate multi-tasker capable of working independently to prioritise requirements and juggle an ever-changing workload.

Excellent benefits include a pension scheme, private medical and life cover as well as a generous leave allowance.

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 Lisa O'Daly at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Monday 3 March 2014**.

Please note that applicants who do not submit covering letters will not be selected.

The Honourable Societies of Inner and Middle Temple are Equal Opportunities Employers



JOB DESCRIPTION

- Position title:** Magna Carta Project Manager
- Reporting to:** Under Treasurer and Sub-Treasurer of Middle and Inner Temple (CEO's of both organisations, respectively)
- Tenure:** Fixed term until December 2015
- Key Objectives:** To administer, coordinate and implement fully the day to day events associated with Magna Carta celebrations planned by Inner and Middle Temple and the Temple Church in 2014/2015. This is a key position requiring exceptional planning and administration skills as well as excellent communication and public relations management.
- Hours:** Full time, 37.5 hours per week with some flexibility required due to hosting/supporting events
- Location:** The Honourable Society of the Inner Temple

About us

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Key Operational Relationships:

- Members of the Inns' Magna Carta Steering Groups (both joint and separate)
- The Master of the Temple Church
- The Temple Church Committee
- The Temple Church Choir Committee
- Open Weekend Committee
- Under Treasurer/Sub-Treasurer

Key External Relationships:

- Magna Carta 800 Committee
- The Master of the Rolls' Magna Carta Legal Committee
- The Ministry of Justice
- UK Parliament
- The City of London
- The Global Legal Summit
- Open City
- The press and media

Main Duties and Responsibilities

- Work with the Under Treasurer and Sub-Treasurer to establish budgetary requirements for 2014/2015 in order to run a full calendar of events. Ensure that budgets are prepared and taken through the correct approval procedures, and that management accounts are prepared to an agreed timetable and published to stakeholders.

- Secretariat for Magna Carta Committees with responsibility for liaison with the relevant Chairs and members, coordinating meetings, drafting papers, timetables and agendas, taking minutes and circulating paperwork accordingly.
- To update all Magna Carta 2015 events on planning schedules and the Inns' respective websites.
- To manage the Inns' external profile and to act as the public face of Inner and Middle Temple in relation to Magna Carta events, including preparing press releases and representing the Inns at external events and conferences as appropriate. Maintain good public relations with the media as well as good interpersonal relationships with the external bodies listed above.
- To co-ordinate joint initiatives by the Inns and the Temple Church as required, which includes all Magna Carta related events as outlined in the draft schedule.
- To oversee the planning and implementation of the Inns' Open Weekend for the public in September 2015.
- To manage the Temple Church annual Christmas Fair. Established in 2010, the Temple Church Fair has become a prominent feature in the Charity Fairs Association calendar. Attended by over 800 people, proceeds from the more than 40 stalls are in aid of the Temple Church Choristers' Education Fund.

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.

Person specification: Magna Carta Project Manager

Requirement	Essential	Desirable
Qualifications	University level degree or equivalent.	
Background/experience	<p>Significant experience in management, coordination and planning of large public events.</p> <p>Strong administrative experience within a relevant/similar role.</p> <p>Proven experience of servicing committees (including drafting agendas, papers and minutes, and taking minutes).</p> <p>Experience of creating and managing budgets for events successfully.</p> <p>Proven experience of planning and coordinating successful events.</p> <p>Proven experience of providing support for and working effectively with colleagues at a senior level.</p>	
Skills	<p>Skilled in communicating and, in particular, able to write clearly, fluently, concisely and accurately.</p> <p>Analytical and intellectually able, in keeping with the demands of the work.</p> <p>IT literate with experience of using databases, Microsoft Office (Word, Outlook, Excel, Publisher, Powerpoint).</p> <p>An effective collaborator with excellent interpersonal skills, able to work effectively across different areas of an</p>	

	<p>organisation.</p> <p>A multi-tasker, able to work independently to prioritise requirements and juggle an ever-changing workload without supervision.</p>	
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