

JOB TITLE: Education and training officer

Law for Life is seeking someone with a passion for and interest in information about rights, education and empowerment to join our team. The post holder will contribute to the effective legal information and communications functions of Law for Life.

This role includes developing and implementing the roll-out of Law for Life's education and training delivery in England and Wales and to support the Education and Training Team in the development of wider education and training opportunities.

You will be working with a team of information experts, educators and volunteer lawyers. As a member of a remote team, you'll be joining us at an exciting time in our development as the leading charity in the field of public legal education.

Conditions of employment

- Salary:** £32,301 FTE - £19,380.60 pa for 21 hours per week (inclusive of London Allowance) Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.
- Hours:** 21 hours per week. We offer flexible working around the core hours between 10am and 4pm Monday – Thursday. Hours can be discussed at Interview.
- Period:** The post is offered for a 2 year fixed-term contract, with potential extension.
- Location:** Home-working role. The team do meet up in person every quarter, locations vary prior notice is always given.
- Holidays:** 15 working days per annum exclusive of UK public holidays

See <https://www.advicenow.org.uk/lawforlife> for more details about Law for Life.

Job description

1. MAIN PURPOSE AND DESCRIPTION OF JOB

To support Law for Life's education and training services. To develop and implement the roll-out of Law for Life's education and training delivery in England and Wales and to support the Education and Training Team in the development of wider education and training opportunities.

2.POSITION IN THE ORGANISATION

Reports to: Head of Education and Training

Responsible for: Education and training project support and delivery

3.DUTIES AND MAIN RESPONSIBILITIES

3.1 Develop and maintain partnerships/ Liaison and networking

- Develop and manage relationships with external stakeholders and establish effective partnerships.
- Identify and develop relationships with community organisations and trusted intermediaries who experience increased demand for legal advice.
- Develop opportunities for training which meet specific organisational needs and increase capacity to give support and assistance.
- Create links between community organisations and structures for advocacy and policy influence.

3.2 Research and design education and training curricula

- Undertake and support desk-top research.
- Undertake legal research on a wide range of legal topics to assist in the production of legal learning materials.
- Translate legal jargon into accessible content.
- Support the production of policy proposals in the field of public legal education.
- Ensure quality and accuracy of legal content in liaison with the rest of the Education Team.

3.3 Support delivery of education and training programmes

- Contribute to developing tailored and targeted curricula aimed at advancing legal capability for learners.
- Liaise with Law for Life's associates to deliver high quality and effective teaching with community groups.
- Disseminate training and information resources to community groups.
- Support monitoring and evaluation structures in liaison with the rest of the education team and Law for Life's research officer.

3.4 Promotion and dissemination of education and training services

- Supporting social media and communications delivery.
- Developing content and tools for example podcasts and blog posts.
- Supporting outreach and participating in relevant events to promote the service.

3.5 Monitoring and evaluation

- Liaise with the education team and Law for Life’s research officer to closely monitor outcomes of education and training programmes, particularly their impact on the quality and effectiveness of services.
- Liaise with the education team and research officer to analyse and learn from programme outcomes.

Person specification

This person specification sets out the essential and desirable qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

We are a fully remote working office and expect the applicant to have a suitable home-working environment. Attending in-person education, training and events may be part of the job role.

Shortlisted candidates will meet all of the essential criteria, and are likely to meet several if not all of the desirable criteria below.

EXPERIENCE	CRITERIA
Essential	<ul style="list-style-type: none"> ● Experience of working within the voluntary, advice or community sector including grassroots or informal groups. ● Experience with social media promotion. ● Strong understanding of how poverty and discrimination affect access to housing, welfare, education and employment, etc., including through lived experiences. ● Experience of adult and/or popular education (informal and non-formal settings an advantage). ● Experience working within the advice sector or in a legal advocacy sector. ● Delivering persuasive presentations and workshops.
Desirable	<ul style="list-style-type: none"> ● Experience working within the advice sector or in a legal advocacy sector. ● Delivering persuasive presentations and workshops.
SKILLS/ ABILITIES	CRITERIA
Essential	<ul style="list-style-type: none"> ● Highly IT literate with strong Microsoft Office skills (including Word, PowerPoint, Excel familiarity with

	<p>Google docs and google form).</p> <ul style="list-style-type: none"> ● Familiarity with Twitter, LinkedIn and other common social media sites. ● Very strong writing skills. ● Ability to analyse data and evaluation of training and project delivery. ● Ability to work both independently and as part of a team. ● Time management and organisational skills. ● Strong interpersonal and communication skills including seeking help when needed.
Desirable	<ul style="list-style-type: none"> ● Attention to detail and meticulousness. ● Project management skills.
EDUCATION/ TRAINING	CRITERIA
Desirable	<ul style="list-style-type: none"> ● Teaching or training qualification related to education and training. ● Legal or advice sector training (for example advice qualification).
PERSONAL ATTRIBUTES AND OTHER REQUIRE-MENTS	CRITERIA
	<ul style="list-style-type: none"> ● Commitment, enthusiasm and energy. ● A passion for social justice and empowerment. ● Confident and self-motivated and open to feedback. ● Willingness to be flexible within the remit of the post. ● Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.