



1 Advertisement

Post Title: Senior Clinical Legal Education Coordinator

School/department: School of Law, Politics and Sociology

Hours: Full time hours considered up to a maximum of 36.5 hours.

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 10143

Salary: starting at £27,131 to £31,411 per annum

Placed on: 24 November 2022

Closing date: 14 December 2022. Applications must be received by midnight of the closing date.

Expected interview date: ASAP

Expected start date: ASAP

The School of Law, Politics and Sociology (LPS) is seeking a Senior Coordinator to provide administrative support for Sussex Clinical Legal Education (CLE), one of the most comprehensive programmes of student-led pro-bono work in the UK. The projects operating under CLE cover a range of community needs including the provision of free legal advice services to the public.

The post holder will play a central role in supporting the organisational requirements of this large and complex programme whilst facilitating the engagement of our students in clinical work. They will provide high level support to the Director to achieve the strategic and operational aims of the CLE project. They will oversee a number of projects including, the Family Law Clinic, the Criminal Justice Law Clinic, the Performing Arts Law Clinic, the Housing and Welfare Project, the Employment Law Clinic and Citizen's Advice Project, help with outreach work and research opportunities with the external legal profession, act as secretary to the CLE board, liaise with external lawyers and partners and have oversight of the CLE budget.

The post-holder will have responsibility for supporting internal and external communications, liaising with partners and stakeholder groups, organising meetings and events, writing and updating risk assessments, and assisting in the production of marketing materials, written reports and web content.

This is an exciting opportunity to work in a busy and vibrant School that aims to provide a top quality student experience.

The successful candidate will be approachable and confident, with excellent communication skills. They will be expected to work well using their own initiative with a varied workload in a busy environment. Candidates will require excellent organisational and IT skills, and must demonstrate that they can work well as part of a team.

Please contact Paul Jackett (p.jackett@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/lps/>

3. Job Description

Job Description for the post of: Senior Clinical Legal Education Coordinator

Department: Law

Section/Unit/School: Law, Politics and Sociology

Location: Freeman Building, Sussex University Campus

Grade: 5

Responsible to: Assistant Education Manager

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful delivery of the CLE service through the effective co-ordination of activities, events and meetings
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for service users in the effective and efficient delivery of services whilst working in partnership with other key stakeholders to ensure seamless service.
4. Provide support for quality assurance and staff and/or student feedback activities including reporting on usage and uptake information.

KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and

procedure, assist with the planning, scheduling and delivery of activities, events and meetings including;

- Oversight of all Clinical Legal Education programme strands, in consultation with clinic project academic leads
- Helping to ensure that time lines and resources are identified, realistic and achievable
- Proactively raising issues arising in advance for discussion and resolution
- Co-ordinating the delivery of activities according to the schedule and in liaison with managers and clinic leads responsible for delivery
- To act as an ambassador for the service, with a focus on customer service and delivery
- Collaboration with academics, external lawyers, students and clients as appropriate.
- Contribute ideas and suggestions for improvements to work practices and methods.

2. Communicating effectively with all stakeholders

- Publicising activities, events and meetings to all relevant staff, students or external parties in an effective way
- Respond to enquiries both within and outside of the institution
- Contributing to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
- Liaise with relevant colleagues to ensure external facing information accurately reflects current activity in an engaging way
- Help with outreach work and research opportunities with the external legal profession.

3. Providing support, information and guidance to staff and students.

- Support for the Director of CLE, academics and students
- To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
- Assisting with the planning and execution of the Clinical Legal Education taught module taken by LLB students.
- Providing guidance on relevant procedures and processes
- Ensuring staff and students are aware of procedures and processes
- Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes

4. Creating and maintaining accurate information on activity that has taken place and oversight of finances

- Creating comprehensive records and files for future reference, both in standard form and for one off bespoke requests
- Providing usage and uptake reports as requested
- Presenting data on attendance and usage to enable analysis and interpretation
- Oversee budgets, invoicing and manage records
- Report on finance and project status

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to

time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Effective planning and organisational skills to organise own workload and priorities.
2. Effective oral and written communications skills to work with colleagues and clients providing information and responding to questions and queries.
3. Ability to work flexibly within a small team and also on own initiative.
4. A proactive approach to problem solving
5. Evidence of a high degree of personal initiative
6. Competent IT skills to effectively manage own workload (MS Suite) and willingness to engage with technological solutions to tasks to work smartly and increase efficiency.
7. Experience of administrative and clerical systems.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to deal with a wide range of different people including experience to deal with high level staff at external firms.
2. Sensitivity, tact and the ability to remain calm when working to different priorities
3. Approachable, helpful and flexible with a commitment to providing a high level of service to students and staff.
4. Appreciation of the need to maintain confidentiality and keep information and data secure
5. Ability to explain regulations and procedures in a clear and concise manner
6. Experience of supporting and servicing meetings (including preparing committee agendas and writing minutes)
7. Ability to deal sensitively with anxious students
8. Outward looking and positive towards new challenges

DESIRABLE CRITERIA

1. Two years' experience in a similar role or project.
2. Two years' experience working in a university or similar environment.
3. Legal background or general knowledge of project areas through study or work experience
4. Knowledge of project management principles including monitoring/managing budgets
5. Experience of student Record System
6. Knowledge of course and module structures and assessment methods.

7. Previous experience of budget management