



## **Management & Leadership Hub Training & Consultancy Coordinator**

<b>Nature of Role:</b>	Full Time (35 hours per week)
<b>Location:</b>	Remote / home working but with some office work in London
<b>Managed by:</b>	The Management & Leadership Hub Director (Matt Howgate)
<b>Salary:</b>	£28,000 to £34,000 (depending on experience)
<b>Annual Leave:</b>	25 days
<b>Benefits:</b>	Statutory pension scheme
<b>Start date:</b>	As soon as possible

This is a chance to be involved in an exciting new project aimed at strengthening the non-profit, specialist advice sector by improving the training and support available to them.

Legal Aid Practitioners Group (LAPG) has secured 3-year funding to provide management and leadership training and consultancy support to the non-profit, specialist advice sector (Law Centres, local citizens advice offices etc.). This is in addition to the work that we already do providing management and supervision training and support to legal aid practitioners.

Each year LAPG runs two significant training courses – the Certificate in Practice Management (for legal aid providers generally) and the Management & Leadership Programme (for non-profit advice agencies). We also run several shorter courses on management, legal aid and supervision.

The Training & Consultancy Coordinator will work as assistant to the Hub Director and will support him and the other trainers in developing and administering the Management and Leadership Programme (and allocating associated consultancy support resource).

The role will involve course administration as well as diary management and liaising with learners and agencies, but there will be scope to grow the role as the appointee's knowledge and skills develop. Although we initially need someone to help us organise and manage the training programmes our hope is that the appointee will, in time, assist in developing the training and training materials.

Applicants do not need previous experience of training development or supporting professional services (though obviously both would be helpful). If you have the broad range of skills and aptitudes set out below, we will help you to develop into this role.

We are looking for an applicant who is:

1. Well organised and good at supporting others to be organised
2. Confident with technology and able to learn how to use our programme management system; our online learning management system; project management software; and how to edit and create videos, podcasts and other presentations



3. Bright and has a real interest in management and leadership and other forms of professional development (this is not likely to be a role for someone who sees it as a way into a solicitor training contract)
4. Adaptable and willing to develop their role as the programme develops
5. Enthusiastic and self-motivated and is comfortable working as part of a team

It would be great if that person also:

1. Has some experience of coordinating training and development services
2. Has knowledge of the legal sector and / or non-profit advice sector

If you think you might be interested in this role but want an informal chat about it then call Matt Howgate (the Hub Director) on 07852 977722 or drop him an email at [matthew.howgate@icloud.com](mailto:matthew.howgate@icloud.com) and he'll arrange to send you the application form.

This is a rolling recruitment process so there is no deadline for applications. We'll withdraw this advert when the position is filled. If you think this role might be for you then apply as soon as you can. We are happy to consider this as a secondment opportunity if an applicant wanted to commit 6-12 months to this role before returning to their normal employment.