

Training Coordinator - Internship

Internship Details:

Start Date: Mid July 2014

Job Title: Training coordinator Internship

Job Type: Part-Time (1-2 days per week)

Duration: 8 weeks

Location: Farringdon, London

Salary: £50 per day (for 7 hour day) plus travel to and from the offices by public transport (and the travel costs to and from any meetings they are asked to attend for ILPA) and £6.00 expenses towards luncheon for each full day worked. (All expenses to conduct interviews will be fully refunded).

Who are we?

The Immigration Law Practitioners' Association (ILPA) is a professional association, whose members include barristers, solicitors and advocates practising in all aspects of immigration, asylum and nationality law as well as academics, non-governmental organisations and individuals with a substantial interest in the law.

Founded in 1984 by leading practitioners in the field, ILPA exists to promote and improve advice and representation in immigration, asylum and nationality law, through an extensive programme of training and disseminating information and by providing research and opinion that draw on the experiences of members. ILPA is represented on numerous Government, official and non-Governmental advisory groups and regularly provides evidence to parliamentary and official enquiries.

ILPA is a Charity and company limited by guarantee.

What will this internship entail?

The post-holder will support the Training and Communications officer to coordinate the delivery and administration of ILPA's training programme. Specific tasks are likely to include:

1. Supporting tutors in accordance with ILPA's policies, including:
 - obtaining from them materials, deadlines for production of these and delivery in accordance with deadlines;
 - facilitating their communication with delegates before and after the course;
 - ensuring that their requirements for travel and presentation are met in accordance with ILPA's policies;
 - dealing with evaluation and other post course administration and troubleshooting.

2. Using ILPA's Customer Relationship Management Database to record training course information and publicise ILPA training on ILPA's website and by email, by means of flyers and handouts and using other means of publicity both electronic and print and working with other staff to publicise the sessions.
3. Liaising with staff at the venues for ILPA training, maintaining relationships and agreeing facilities and services to be provided.
4. Responding to enquiries and managing correspondence with delegates.
5. Arranging for training packs to be printed and delivered to the course venue.
6. Attending training courses to set up and manage the event, including registration, recording of participants and distribution of evaluation forms.
7. Monitoring and evaluating the uptake of training sessions: including participant numbers and feedback on sessions.

Who are we looking for in this role?

We are looking for a diligent and hardworking individual who has experience/interest in both immigration law and training delivery. This role does not require legal knowledge or a legal background. The successful applicant will be comfortable managing multiple tasks and have good interpersonal skills. They will have an attention to detail and be flexible in terms of taking on task and activities as required.

To apply:

Please send a recent CV in addition to a covering letter to Elizabeth.white@ilpa.org.uk with the subject line **"Training coordinator - Internship"**.

Timeline:

Deadline for applications 5pm on Monday 14th July 2014. Interviews will be later that week if possible.