



**Training and Communications Officer (Full time – maternity cover)
1 year fixed-term contract**

The Immigration Law Practitioners' Association (ILPA) is seeking a Training and Communications Officer. The post-holder will coordinate the delivery and administration of ILPA's training programme and lead communications for ILPA including social media, marketing and broader communication methods with members.

Start date: mid September 2015

1 year fixed term maternity cover contract to September 2016

Location: Clerkenwell, Central London.

Reports to: Director.

Annual leave: 25 days per annum.

Salary: £28,000 plus pension 5% of salary.

Working Hours: 35 hours per week, core hours, 10 to 6, some evening working.

Applications on ILPA's standard form should be sent to Elizabeth.White@ilpa.org.uk no later than 11pm on Sunday 5th July 2015. Forms can be downloaded from our website, www.ilpa.org.uk/jobs.html Interviews will be held on Friday 17th July 2015. Shortlisted candidates will be notified by Friday 10th July 2015. No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
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Purpose of post

To coordinate the delivery and administration of ILPA's training programme and to lead communications for ILPA including social media, marketing and broader communication methods with members.

Training

To run ILPA's programme of training.

1. To develop ILPA's training programme so that the net income generated from training courses remains at historic levels.
2. With the Director, Legal Director, and other staff as required, to plan ILPA's training programme.
3. To liaise with Bar Council, the Law Society, CILEX and the OISC to register ILPA courses for Continuing Professional Development points, ensure that courses are delivered in accordance with their requirements and maintain records as required.
4. To support and pay tutors in accordance with ILPA's policies, including:
 - obtaining from them training materials 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.
5. To develop on line training and run Webinars.
6. To project manage the final year of the Trust for London free training programme and look to secure alternative grant funding as required
7. To use 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, by entries in ILPA's journal of immigration Asylum and Nationality Law and by researching and using other means of publicity both electronic and print and working with other staff to publicise the sessions.
8. To book appropriate venues for ILPA training, maintain relationships, agree contracts for facilities and services provided, liaise with them and oversee use of venues by ILPA.
9. To respond to enquiries and manage correspondence with delegates.
10. To arrange for training packs to be printed and delivered to the course venue.
11. Attend training courses to set up and manage the event, including registration, recording of participants and distribution of evaluation forms.
12. To monitor and evaluate the uptake of training sessions: including participant numbers and profit and feedback on sessions.
13. To maintain and develop the training pages of ILPA's website.
14. To process and confirm course bookings and payments using our accounting package, Quickbooks.

Communications

To write, edit, co-ordinate and publish across all ILPA's channels, including the website, social media, general promotional material, annual report, training activities and other income generating work. To implement the communications strategy that aims to increase the number of members who are using our services or getting involved in our work.

1. To implement the communications strategy for ILPA

2. To provide regular content and ideas for new approaches and advising staff on best practice.
3. To work to ensure that the input and voices of members inform all our external communications.
4. To develop and implement a social media strategy for ILPA and to co-ordinate and oversee the delivery of a coherent programme of new content development across the website and social media.
5. Writing, editing and production of offline materials as required.

PERSON SPECIFICATION

Essential criteria

1. Experience of running, administering and promoting training courses or of events management for events for which fees are charged.
2. Experience of project management with demonstrable success in bringing projects in on time and within budget
3. Relevant work experience in the field of Communication in particular the production of offline and online materials.
4. Proven experience of using social media communication channels.
5. Excellent communication skills - high standard of written English and of accuracy and attention to detail and excellent spoken and interpersonal skills.
6. Experience of developing the use of customer relationship management databases, able to maintain accurate records and confident in interrogating the databases to produce a wide range of reports.
7. Excellent IT skills, including experience of and confidence in using word and excel.
8. Well organised, able to work to deadlines, prioritise and manage workload with excellent record-keeping skills.
9. Able to work co-operatively and in collaboration with other members of staff and to be able to work as part of a team.

Desirable

1. Experience of at least one of the following:
 - Running training for legal representatives
 - work in the field of immigration and asylum
 - work in a legal firm or organisation.
2. Experience of work in or with membership organisations.
3. Experience of developing a website and updating content.
4. Experience of running webinars or other on line training.
5. Development and implementation of a social media strategy.
6. Experience of using a CRM (preferably Salesforce) and an accounting package (preferably Quickbooks).