



Lawyers in Local Government

Job Description

Job Title **Regional Co-ordinator**

Purpose of the Job

Responsible for the delivery of the highest quality outcomes and effective, professional administrative support to the Regional Directors, Board Members and Staff of Lawyers in Local Government (LLG). To work as part of a team to deliver Regional support to the highest quality and to support the company in achieving its aims and objectives including the provision of member services. To ensure the support provided to LLG is cost effective and customer focussed.

Job Description:

Regional Director Duties

1. Responsible for organising online meetings for Regional meetings including sourcing speakers and topics, marketing and membership enquires, online software support and presentations where necessary and administrative support.
2. Responsible for organising in-person meetings, sourcing locations, organising speakers, marketing, membership enquiries, presentations where necessary, catering and administrative support.
3. Collating and updating data sets in respect of all Regional Information.
4. Supporting Regional Leads and maintaining data sets of Regional Lead Information.
5. Marketing Regional Lead uptake and grassroots membership engagement.

6. Utilising Website and Social Media Channels to advertise all Regional Activity and promote the work of the Regions.
7. Administrative Support to Regional Directors.
8. Responsible for post board meeting communications from Regional Directors to membership,
9. Establishing and/or continuing effective working relationships with Corporate Partners, Framework Providers, Stakeholders, LLG staff and Regional Directors for the benefit of the Regions.
10. Produce Quarterly Regional Reports on Activity and assist in reports for the AGM.
11. Keep up-to-date the Regional Directory.
12. Attend Regional Director Meetings and prepare agendas, reports and statistical information to support strategic planning.
13. Feed activity information into the Head of Public Affairs and Bulletin Editor for wider communication dissemination.

General Duties

14. To keep the LLG Website content up to date including the cleansing of redundant materials and events; uploading reports, policies, procedures, minutes, news, contact information and webinars into the appropriate area of the website.
15. Responsible for ensuring records held by LLG are maintained and updated including the LLG membership database and SharePoint Folders
16. To assist in data management and produce written and statistical reports, using Microsoft Office suite or other appropriate software. This may be running standard reports or preparing reports for a specific need.
17. Understand obligations on data security under the Data Protection Act 2018 and General Data Protection Regulations and their relevant implications and to keep confidential employee information, membership details and sensitive company information.

Additionally

18. To attend meetings of LLG when requested and to attend LLG or LLG Legal Training events such as the Awards, Governance Conference, Spring Conference, One-day training events and development days as required.
19. To support the Company and management team in the function of their role by undertaking all administrative tasks required including the organisations of other events such as the LLG awards.
20. To undertake any task which may reasonably fall within the role of the Legal Training, Membership Support and Projects Coordinator
21. To promote and safeguard equality and diversity and to challenge and report when necessary.
22. To keep information confidential and safe when appropriate and comply with all the legal requirements of the Data Protection Act 2018 and General Data Protection Regulations.

Person Specification

	Skills: Essential (E) / Desirable (D)	Assessed by: Test (T) Shortlist (S) Interview (I)
Education		
1. Educated to A-level or equivalent, studying for (or having gained) a law degree or graduate diploma in law, or qualified by experience.	E	
Knowledge		
2. Working knowledge of the following at a level to compile reports (including embedded tables / diagrams), correspondence, presentations, maintaining spreadsheets, meeting arrangements: a. Microsoft Word / Excel b. Outlook / PowerPoint c. Microsoft Teams d. LinkedIn e. X f. Webinar Software	E	

3.	Good understanding of Data Protection Act and its application in the role.	E	
4.	Good understanding of the need for confidentiality and be able to demonstrate steps to ensure integrity.	E	
5.	Literacy skills in order to compile correspondence produce accurate records of meetings.	E	
6.	Numeracy skills in order to compile simple statistical and financial information.	E	
7.	Understand how to organise and prioritise a workload.	E	
8.	Understand the principles of service delivery and customer services.	E	
Experience			
9.	To have clerical experience including: g. maintaining records and administrative systems both manual and computerised. h. producing simple statistical or financial information.	E	
10.	Experience of composing written materials that meet customers' needs: i. original correspondence, j. appropriate use of e-mail k. related to the administration of meetings including note/minute taking	E	
11.	Experience of working on own initiative, organise workloads, determine priorities and meet deadlines.	E	
12.	Experience of using office equipment and IT software to organise and achieve work-tasks.	E	
13.	Experience of working unsupervised and taking responsibility for own actions.	D	
14.	Experience of dealing with moderate financial/invoicing processes.	D	
Abilities, Skills & Competencies			
15.	Good interpersonal skills and the ability to encourage positive working relationships with staff and colleagues.	E	

16.	Ability to resolve problems creatively and disseminate information clearly.	E	
17.	Strong customer focus with the ability to develop and maintain strong communication and working relationships with members, colleagues, corporate partners, and stakeholders.	E	
18.	Professional and conscientious with good attention to detail.	E	
Equal Opportunities			
19.	Must undertake duties and responsibilities with due regard to equalities issues and actively promote ways of eradicating discrimination.		