

JOB DESCRIPTION

Job Title:	Bar National Mock Trial Competition Project Officer
Scale / Salary:	£18,500 per annum
Responsible to:	Team Leader, Active Learning Projects
Pension:	5% employer's pension contribution
Annual Leave:	28 days per annum plus bank holidays
Locations:	Central London
Hours of work:	37.5 hours per week Normal office hours are 9.00am to 5.30pm but this role will involve some agreed out of hour's activity (occasionally at weekends) and working away from the office and home.

BACKGROUND

The Citizenship Foundation is an independent charity (No. 801360) working throughout the UK and internationally to promote more effective citizenship through education about the law, democracy and society. Founded in 1989, it aims to empower people, particularly the young and disadvantaged, with the knowledge, skills and understanding to engage positively with their communities. Our work includes: a comprehensive range of citizenship resources for a wide audience from teachers to young offenders; nationwide training; national active learning projects for secondary schools and community-based projects to develop citizenship education as a collective responsibility.

At present, the Foundation has 32 employees and is fortunate to be supported by several consultants and volunteers. The organisation is lively and informal with a conscientious and diligent staff.

MAIN PURPOSE OF THE JOB

The Bar National Mock Trial Competition (BMT) is a national competition for UK schools. It aims to introduce the legal system to young people in an innovative and exciting way. Participants take on the roles of lawyers, witnesses, court staff and jurors and prepare the prosecution and defence of specially written criminal cases. Teams compete against each other in a live format at Crown Courts with their performances judged by judges, barristers and advocates.

As BMT Project Officer, you will have overall responsibility for preparing and running the annual cycle of the competition. You will also have responsibility for developing the competition in line with the aims of the Foundation.

MAIN DUTIES & KEY RESPONSIBILITIES

Bar National Mock Trial Competition

With regards to preparing and running the annual cycle of the competition, you will be required to:

- Liaise verbally and in written correspondence with schools, regional coordinators, courts and other interested parties, to ensure that they are all kept informed of any developments and are updated on a regular basis about the competition
- Draft, proof read and distribute resource materials for use by participants and volunteers
- Keep the database (Access) up to date so that it accurately reflects current and past entrants
- Organise mass and targeted mailings to schools, LEAs and other interested parties via post and email
- Organise the regional heats and national final to include; identifying possible venues, judges and presenters, catering arrangements, purchasing of prizes, arranging for staff from the courts and the Foundation to be present at each event, producing signs, programmes and all other necessary materials
- Monitor and evaluate the project, including producing an annual report to be distributed to staff, trustees, funders, the Working Party and other interested parties
- Work with the Team Leader, Active Learning Projects and External Relations to produce high quality publicity materials such as the annual leaflet and certificates
- Work with the Website Manager to provide content for the website and keep it up to date
- Work with the Team Leader, Active Learning Projects and External Relations and Weber Shandwick (the Bar Council's Press Agency) to develop a PR strategy, write and distribute press releases
- Work with the Team Leader, Active Learning Projects to monitor the project budget
- Represent the project in public forums, conferences, events and meetings
- Organise meetings of the Working Party, compiling the agenda, taking and distributing the minutes
- Work with the Team Leader, Active Learning Projects and External Relations to develop and implement a recruitment strategy to include contacting and updating identified websites with information about the competition

With regard to developing the competition, you will be required to:

- Work with the Team Leader, Active Learning Projects and Director, Curriculum Development and Resources to develop the project in line with the aims and objectives of the Foundation
- Develop relationships with other organisations and initiatives in order to inform the work of the project and raise its profile
- Research and report on potential areas for development and expansion and make recommendations
- Develop and implement plans for agreed areas of development and expansion

As a member of the Curriculum Development and Resources Team, you will, along with the other Competition Project Officers, be required to:

- Help with mass mailings and other administrative tasks
- Attend and help to organise events and award ceremonies
- Attend unit meetings

Other Projects

In agreement with your line manager and depending on the amount of time and funding available, the Project Officer may also be required to work on and support other law related projects. The Project Officer may also have the opportunity to be involved in other tasks relating to the general work of the Foundation.

You will also be required to:

- Represent the Foundation in public forums, at conferences, events and meetings
- Respond to enquiries from teachers, youth workers and other individuals and agencies about the work of the Foundation and citizenship education in general
- Contribute to staff meetings and consultations, in which every member of staff is given the opportunity to be involved in shaping the policy, practice and future development of the Citizenship Foundation
- Provide quarterly reports for the Board of Trustees
- Contribute to disseminating best practice and promoting education for citizenship where appropriate
- Carry out other tasks as agreed with your line manager

PERSON SPECIFICATION

Job Title: Project Officer, Bar National Mock Trial Competition

Service Area: Curriculum Development and Resources Team

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria
Education Training and Experience relevant to post	E	A law degree, or equivalent qualification
	E	Administrative experience
	D	Experience of working in the voluntary or education sector
Skills Abilities Knowledge	E	Excellent written and oral communication skills
	E	Experience of planning, organising and managing own workload
	E	Ability to work to agreed deadlines with limited supervision
	E	Ability to work independently or as part of a small team
	E	Communicate, liaise and negotiate with a diverse range of people
	E	Solve problems by using common sense and practical approach
	E	Manage and co-ordinate a variety of tasks at one time
	D	Understanding of the criminal justice system, including the work of the criminal courts
Special job requirement	E	There will be a need for flexible working as on some occasions you will be required to work weekends and travel outside London during the year
Commitment to Citizenship Foundation's Aims and Values	E	An understanding of and empathy with the charity sector
	E	Willingness to put into practice the aims and values of the Citizenship Foundation