



Position vacant

Programme Coordinator, Specialist Accreditation

The Law Society of New South Wales is looking to employ a programme coordinator in its Professional Development team on a full part time basis. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 28 February 2020.

Responsibilities

As the Specialist Accreditation Co-ordinator, you will be responsible for coordinating and administering the Law Society Specialist Accreditation Program; a program which offers members of the Law Society the opportunity to strengthen expertise in a particular area of practice and gain specialist accreditation in their chosen field. The role will involve communication with applicants, advisory committees and renewing specialists and will carry out administrative duties for the department.

Accountabilities

- Coordinate administrative aspects of Specialist Accreditation including enquiries, candidate support, maintaining database records, booking rooms and minute taking.
- Assist with communications with specialists or potential specialists including via e-newsletter and campaigns.
- Assist with the continuous streamlining of the Department's systems and processes as required.
- Support the Advisory Committees with their activities.
- Provide coordination support for Professional Development Programs as required
- Participate in ad hoc project work from time to time as requested by Program Leader and Head of Professional Development.

Requirements

The position will require previous experience in supporting the delivery of professional business services. Programme or project management experience in a deadline driven environment would be ideal. Impress with:

- A flexible and adaptable working style.
- A high level of initiative and diligence and strong attention to detail.
- Experience working with or supporting committees.



- Strong organisational and time management skills.
- Excellent verbal and written communication skills.
- Experience in supporting the delivery of multiple projects.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, should be addressed to recruitment@lawsociety.com.au