

Executive Officer

Job Description

0.4 fte

We are...

The Association of University Legal Practitioners (AULP) is the association for in-house lawyers working in Higher Education. Our members are drawn from in-house teams across Great Britain and Ireland, who wish to share their knowledge and experience to tackle common challenges arising in the Higher Education sector. Working together, we aim to help shape sector-wide responses to emerging issues, provide a safe environment to share technical legal and strategic challenges, and offer peer to peer support for legal teams of all sizes.

AULP supports its members to help the sector operate effectively through an increasingly complex legal and regulatory landscape, identifying and managing risks across the whole range of legal issues Higher Education Institutions face. AULP also creates professional development and career progression opportunities for its members – helping the sector’s lawyers to be the best they can be. We are led by an Executive Committee, who meet monthly with diverse representatives from a range of institutions, in terms of size and geography.

AULP is a Professional HE Services (PHES) organisation, who are a corporate “parent” to seven Special Interest Organisations (SIOs), and between them, these organisations support UK university staff who work in the areas of estates, facilities management, legal, internal audit, commercial and campus services, finance, procurement, strategic planning, and HR.

We are looking for...

An **Executive Officer** to join our team and perform a crucial strategic support role for the Association of University Legal Practitioners (AULP). We are looking for a candidate who can work 0.4 fte, but there will be 2-3 weeks a year where we need the candidate to work full time, to support our main conference. Time off in lieu will be given.

The successful candidate will become an essential part of the team, acting as a lead representative and strategic support to the AULP Executive Committee. Working closely with colleagues, you’ll need to work efficiently and with attention to detail, display excellent customer service skills, and relate well to members. You will develop, organise and run an events programme, manage projects and work alongside the Executive Committee to deliver the AULP strategy.

The post-holder reports to the PHES Managing Director and has line management responsibility for the AULP Membership Officer. This role will be home-based and include some UK travel and occasional overnight stays around key meetings and conferences.

You need to be...

Dedicated to acting as a **lead representative** and providing **strategic support** to the Association and Executive Committee.

Because you will need to...

- Be the lead representative of the association, working closely with the Chair and members of the Executive Committee.
- Assist the Association in promoting excellence in the legal functions within member institutions
- Promote the reputation and activities of the Association and its members.
- Work with the AULP exec and members on projects and initiatives, scoping the project and sharing the results with members.
- Gather information, examples and case studies to share with members.
- Support delivery of the strategic plan for the Association and provide input into strategic direction.
- Line manage the AULP Membership Officer.
- Maintain oversight of the budget, provide financial input to PHES and the Executive.
- Attend the AULP Executive Committee and provide reports on activity.

Someone with **first-class organisational skills**, who understands the important role **databases** play in modern organisations, and has a great knowledge of **office IT software**.

Because you will need to...

- Be proactive in using our Member Engagement Analytics to improve the service we provide to our members.
- Be proactive in making contact with and welcoming new members.
- Display excellent organisational skills in leading on projects or partnering in others, prioritising tasks, and meeting deadlines.
- Have a great knowledge of office IT software.
- Work independently, organising and planning your own workload, yet knowing when to seek advice.
- Have a sound knowledge of, and be able to implement and maintain, efficient office systems and procedures.

Able to **project manage** and **organise events and meetings**.

Because you will need to...

- Project manage all aspects of the annual conference, with support from the host venue.
- Support the development of a programme of events for AULP members.
- Manage the AULP awards process.
- Manage sponsorship of the annual conference.
- Attend scheduled events and meetings to represent AULP.
- Be proactive in Executive Committee meetings in suggesting projects and initiatives.

A friendly 'people person' who can use their **excellent communication and customer-service skills** to provide a great service to members.

Because you will need to...

- Use your first-class communication skills - both written and verbal – to assist members and to build effective relationships and networks.
- Develop relationships with external organisations (law firms, sector bodies) to raise the AULP profile and develop new services for members.
- Provide the required information to PHES for the annual subscription renewals. Chase any outstanding renewals, as requested by the finance team.
- Work with the special interest group leaders to develop their activity.
- Use LinkedIn account to promote AULP and raise the profile.
- Lead on the development of a regular member newsletter.

A great **team player** who is happy working in a **small team** and willing to share ideas.

Because you will need to...

- Be able to work in a busy team environment, with different colleagues on different days.
- Sometimes work outside normal office hours when organising or attending conferences/events.
- Be positive, persuasive and diplomatic, with the assertiveness and tact to confront under-performance in project participants in a constructive manner.
- Undertake any other duties as directed by the Managing Director, and support colleagues across the PHES organisations as required.
- Commit to observing the organisation's Equal Opportunities Policy at all times.

You might also have...

- Experience of working in a membership organisation.
- Knowledge of the UK higher education sector.
- Been educated to degree level or equivalent.
- Be an advocate for the higher education sector and the role of in-house lawyers within it.

We will offer...

- A 0.4fte home-based post.
- A competitive annual salary at **Grade 6 £30,805 - £38,249 pro rata** dependent on qualifications and experience.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days' holiday** pro rata, plus bank holidays and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.