

International Policy Assistant

Job purpose:

To provide reliable and effective administrative, research and communication support to our team of International Policy Advisers

Key Accountabilities:

- Research and monitor developments relating to relevant geographical region/area of work. Create and disseminate reports that illustrate the results of the research in a timely fashion
- Coordinate the creation and dissemination of content for news and information bulletins, website content and social media used by the Law Society and international team
- Provide reliable and accurate input into the drafting of responses to consultation papers, committee and working group papers, evidence for inquiries and briefings for both internal and external use
- Lead on the planning and administration of events and engagement related to relevant policy area/geographical region
- Maintain information systems in place to identify and record members' objectives and interests in the relevant policy area/geographical region
- Proactively collaborate with a broad range of colleagues across the Law Society to support effective cross functional project work
- Represent the Law Society at external meetings with stakeholders either as an individual or with relevant colleagues from within the department as appropriate
- Produce technical information and interpretation for use by others involved in decision making, ensuring on time delivery and high-quality work

Knowledge, skills and experience

Essential:

- Demonstrable experience of delivering high quality administrative work
- A strong commitment and enthusiasm for administration and research
- An understanding of legal practice and knowledge of the business environment and the role of the legal profession in it
- Relevant experience of working in a policy or business development environment
- Demonstrable experience in coordinating projects such as events planning and/or communication campaigns.
- Ability to conduct reliable and relevant research into complex issues with the ability to translate that research clearly and concisely into reports and policy papers
- Excellent tact and diplomacy in dealing with a wide range of individuals and sensitive situations
- A proactive approach to creating a welcoming and respectful working environment
- A proactive, constructive and considered approach to all aspects of work
- Ability to work with minimal supervision to prioritise work and meet deadlines

Planning & Organising

Essential:

- Ability to deliver work independently and/or as part of a team
- Excellent written and oral communication skills
- Willingness to attend out of hours events from time to time

Knowledge, skills and experience

Desirable:

- Commercial legal services background from working in a law firm, legal institution, membership organisation or government department
- Relevant linguistic skills, including fluency in one commonly used foreign language
- Willingness to learn and develop, taking on new responsibilities and adopting a flexible, pragmatic approach to work

Location: London

Organisation Chart

