

Bicentennial programme officer

Job purpose:

In 2025 the Law Society celebrates its 200th anniversary with a year-long programme of events and activities. The bicentennial programme officer provides day to day support to the programme manager, helps with planning and delivering events, and works across a variety of programme activities as required. The role is crucial to coordinating and successfully achieving the programme.

Key Accountabilities:

- Work as part of a small project team to deliver our bicentennial programme.
- Support the development and delivery of a wide range of activities and events that are part of the programme, including a digital exhibition, national and regional events, projects, and publications.
- Work closely with colleagues across every team in the business to support and coordinate their contributions to the programme.
- Work closely with a number of programme working groups (such as the Bicentennial Staff Working Group, Bicentennial Council Member Working Group and Bicentennial Presidential Tour working group) to ensure they are on track.
- Carry out day to day administration including diary and meeting management, arranging travel and accommodation, responding to enquiries, preparing reports and presentations, updating programme and financial documentation.
- Develop and maintain strong working relationships and work collaboratively with colleagues and elected and appointed members.
- Carry out research to help with development of the programme, and record and analyse insight and data for programme and event development and evaluation purposes.
- Supports the development and creation of content for the programme across our internal and external platforms, including our intranet, website and internal / external social media.
- Work with external suppliers and creative agencies.
- Any other duties as assigned.

Knowledge, skills and experience

Essential

- Educated to a degree level or equivalent experience
- A team player
- Excellent written and verbal communication skills
- Excellent organisation and planning skills
- Experience of varied programmes and events
- Evidence of using own initiative and applying a proactive approach to problem solving
- Delivery focused, with a constructive, pragmatic, and flexible working style
- Ability to work comfortably and effectively within a complex organisation that is fast-paced and ever changing
- Good knowledge of Microsoft applications in particular, Excel, Word and PowerPoint
- Excellent interpersonal skills with demonstrable experience of collaborating well with a broad range of colleagues at all levels across the organisation

Desirable

- Project coordination experience within non-profit organisations
- Project management skills
- Knowledge of SharePoint and Teams
- Experience of working with Directors and senior staff

Planning & Organising

This role will require multitasking in order to coordinate effectively on a variety of projects at the same time. Excellent communication skills will also be required with colleagues, so work is prioritised appropriately for each different project.

The post holder is expected to show excellent time management skills to ensure that while fulfilling all immediate tasks, all future work remains on track.

Organisation Chart

Dimensions

Operating environment

The role is part of a small, busy team working within the Chief of Staff team as part of the CEO's directorate, which also includes Governance and Internal Communications.

Financial responsibility

No budget management, but will be expected to be cost effective in all activities.

Creative Responsibility

Ensuring all content, written or visual, aligns with our brand and tone of voice.

Analytical Responsibility

Carrying out research to help with development of the programme, and recording and analysing insight and data for programme and event development and evaluation purposes.

Location

113 Chancery Lane, WC2A 1PL. This role is a hybrid role and will require days in London office - current working arrangement is 2 days in the office but with some flexibility required. The role may also require some travel around England and Wales as part of the programme.