

Wellbeing Lead (Membership)

Job details	
Directorate:	Membership and External Affairs
Department:	EDI and Wellbeing
Team:	EDI and Wellbeing
Grade:	Senior Specialist / Leader A
Reports to:	Head of EDI and Wellbeing
Line management responsibilities:	Yes
Location:	London

Role overview

The Wellbeing Lead (Membership) leads the delivery of the Law Society's member-facing wellbeing strategic goal workstreams. Working closely with internal teams, the role includes developing impactful partnerships with other organisations to promote wellbeing and good mental health in the profession, developing resources to support organisations and solicitors across the profession, and developing clear strategic messaging around wellbeing in the profession underpinned by evidence and member insight. The role will be responsible for the measurement of the impact and reporting of these strategic goal workstreams, as well as responsibility for the Wellbeing elements of the department budget.

Reporting to the Head of EDI and Wellbeing, the role manages a Wellbeing Manager (Membership), and plays a key role in coordinating member-facing stakeholder engagement on Wellbeing, ensuring collaboration within the EDI and Wellbeing (Membership) team and with other internal teams, members and external stakeholders and partners.

Core duties of the role:

The post holder will:

Leadership and stakeholder engagement

- Lead the delivery of the Law Society's member-facing strategic goal on Wellbeing and associated workstreams.

- Lead on engagement with key external stakeholders on wellbeing, developing and maintaining positive and strategic relationships, including developing partnership and funding arrangements as appropriate.
- Coordinate with internal teams (including learning and development, support centre, research and insights, commercial, communications) to ensure wellbeing plans and outputs across the Society are aligned with our strategic goal workstreams.
- Act as first point of contact and subject matter expert for member-facing Wellbeing matters and queries and delegate as appropriate. Implement new processes and structures to respond to internal and external queries on member-facing Wellbeing issues, approving briefings/press lines etc. within an agreed framework.

Project management

- Collaborate with leaders, members, and partners to develop strategies, deliver initiatives, and provide resources that support organisations in the legal profession to embed positive healthy cultures that promote wellbeing, and help solicitors manage their mental health and overall wellbeing
- Ensure appropriate project management methodologies and evaluation frameworks are implemented for all projects, aligning outcomes to the Law Society's member-facing Wellbeing strategic goal, using data to track impact, and producing output/outcome reports as required.
- Ensure knowledge, insights and best practice from programmes and activities within the team and across the Law Society inform wellbeing activities and projects and wider Law Society activities
- Coordinate and work with teams across the Law Society, relevant committees, and the Member Advisory Forum to ensure member input informs and shapes project design and outputs and key segments and audiences are engaged and informed as appropriate throughout the strategy period. Ensure working groups are managed effectively, and in line with agreed volunteer frameworks.
- Liaise with the communications team to ensure communication and dissemination of wellbeing outputs and outcomes to key audiences.
- Oversee the commissioning (in-house or external) of any new research and insights gathering activities across the team, supporting the team to ensure wellbeing best practice informs project scope, design and delivery.
- Develop budgets, manage resources and control of expenditure for the Wellbeing elements of the departmental budget. This includes supporting the Head of EDI and Wellbeing with month/quarter/year-end reporting and setting future budgets.
- Ensure regular updates are provided to the Head of EDI and Wellbeing and relevant Committees.

Line management and wider team development

- Manage, coach, support and guide your direct reports, ensuring the smooth and effective delivery of outputs in line with individual, team, and organisational

goals. This will often include effective collaboration with a range of colleagues to meet deadlines.

- Play an active role in the management of the wider department and work closely with EDI Lead (Membership) and Head of EDI and Wellbeing to make sure plans and outputs are aligned.
- Together with the Head of EDI and Wellbeing, set team objectives and targets that ensure the effective and efficient delivery of the team's performance. Shared responsibility for team wellbeing and development.
- Guide the department and wider organisation in the continuous improvement of our ways of working and outputs.
- Support the Head of EDI and Wellbeing in the smooth management of the department, picking up ad hoc requests when needed and deputising where required.

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Essential: Strong people management skills, with experience of leading a team to continually adapt in a changing environment.	Application Form
Essential: Significant experience in a wellbeing role or equivalent in a complex, fast-paced organisation	Application Form
Essential: Demonstrable track record of designing, implementing and evaluating wellbeing strategies and programmes which have delivered positive and measurable outcomes	Application Form
Essential: Monitoring and evaluation experience, and experience of applying a continuous improvement approach to ensure that programme planning and delivery is informed by ongoing evaluation.	Interview
Essential: Strong experience of managing complex, multi stakeholder projects	Interview
Essential: Excellent problem-solving skills and the capacity to deal with complex issues	Application Form
Essential: Excellent stakeholder management skills, with proven experience of building and maintaining effective working relationships with a broad and diverse range of people including colleagues, members, and external stakeholders at all levels	Application Form
Essential: In-depth knowledge and understanding of wellbeing issues such as mental health, stress, and psychological safety including challenges, current best practice and what works to drive positive change, as well as legal and regulatory considerations	Application Form
Essential: Knowledge of organisational psychology or change management principles	Application Form

Essential: Knowledge and understanding of wellbeing in the solicitors profession	Interview
Essential: Experience of commissioning and managing agency contracts and partner relationships	Interview
Essential: Excellent communication and interpersonal skills with the ability to be clear, accurate, concise and engaging.	Interview
Essential: Able to engage with, command the respect of and influence senior stakeholders.	Interview
Essential: Strong emotional intelligence and interpersonal skills, with the ability to quickly form positive and collaborative relationships with colleagues at all levels.	Interview
Essential: Self-motivated, flexible, proactive and positive attitude, with the ability to inspire the same approach in others.	Interview
Essential: Ability to respond well to change and adapt to changing circumstances.	Interview
Essential: Strong planning, analytical and organisational skills, including the ability to multi-task and manage competing priorities.	Interview
Essential: Able to effectively manage and prioritise workload during busy periods to produce high-quality outputs	Interview
Desirable: Relevant professional qualification	Application Form
Desirable: Experience of working at and/or providing advice on wellbeing to a membership/professional body or similar organisation which works with a wide community of stakeholders	Application Form

Organisational chart

