

## **Solicitor for a Legal Education Centre**

This is an exciting role working with an award-winning team in the area of professional legal education. It will suit an enthusiastic candidate who is capable of working on their own initiative and managing projects.

The role will entail managing discrete projects, designing new courses, acting as course leader on a discrete portfolio of such courses and contributing to creative ideas within the team. The candidate will have responsibility for all aspects of these courses, from recruitment of associate faculty, co-ordination of course delivery, dealing with students, and facilitating the assessment process. The work will involve using innovative course delivery methods, including blended & on-line learning and webcasting. Successful candidates will become experts in professional legal education and online learning.

### **Responsibilities**

- Act as Course Leader, on a range of courses
- Implement best practice in instructional design for blended learning programmes, to lead the development of the curriculum for certificate and diploma courses
- Manage own portfolio of courses, including the recruitment of lecturers and co-ordination of course delivery
- Build strong working relationship with adjunct faculty / expert lecturers
- Be the first point of contact for lecturers and students
- Undertake evaluations of current courses
- Provide recommendations and input on how to improve existing courses
- Identify potential opportunities for new courses
- Coordinate various activities and projects as they arise
- Deal in a highly professional manner, with a large volume of enquiries from members of the profession and the public
- Assist with EU grant proposals
- Write promotional articles relating to courses

### **Knowledge & Skills**

- **Candidates must be a qualified Solicitor**
- Experience in education or training sector an advantage
- Have excellent verbal and written communication skills and be capable of working in a highly pressurised environment
- Be able to handle a lot of matters demanding priority
- Enjoy working on own initiative
- Be methodical, flexible and capable of undertaking multitask driven work.
- Be capable of working and adapting to the needs of a small and highly integrated team.
- Have a good, friendly and professional telephone manner and experience of dealing with a large volume of enquiries over the phone
- Have good IT skills, able to handle data input, production of reports etc.
- Have a proficiency in Microsoft Word, Outlook, PowerPoint and Excel proactive approach with a can-do-attitude to work
- Ability to work in a pressurised environment
- Ability to work to tight deadlines

### **Remuneration & Benefits**

- Salary (DOE)

- Excellent working conditions
- Training & development opportunities
- Pension

Interested parties should email your CV in confidence to [Lorna](#) through the following link:

<http://www.recruitmentplus.ie/job/solicitor-s009507/>

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