



# Professional Learning and Training Officer

(PLTO - June 24)

**Candidate Pack**

**June 24**



**Lexcel**



## Foreword from Director

Thank you for considering developing your career at the Law Centre. You will be part of an award-winning team who make a big difference in the lives of people across Northern Ireland.

The Law Centre (LCNI) is a regional not-for-profit legal organisation that works across all communities in Northern Ireland in fulfilment of our vision that we all live in a more just and equal society. LCNI's mission is to use the law to change people's lives.

Over many years, LCNI's policy advocacy and engagement has delivered tangible outcomes in all our areas of work. You can read more about our policy and engagement work and our other areas of work on our website at [www.lawcentreni.org](http://www.lawcentreni.org)

As a regional infrastructure organisation within the community and voluntary sector in Northern Ireland we are here, not just to ensure that people have access to justice but, as a second-tier referral body, to ensure that organisations who support people in their communities have the legal support they need for their work. Our work spans social security and anti-poverty, asylum, immigration, trafficking and employment law and exploitation.

Law Centre was the winner of the Regional Legal Aid Firm/Not for Profit Organisation category in the 2021 *Legal Aid Lawyer of the Year Awards*.

Law Centre NI is part of a UK Law Centres Network.

Our work is deeply rewarding. We can promise you excellent professional development opportunities, training and the opportunity to make a contribution to people's lives working as part of an amazing team. If you are self-motivated with the passion, skill and commitment to join our team, please consider an application - we'd love to hear from you.

**Ursula O'Hare**  
**Director**

## About Law Centre NI

Established in 1977 as a community law centre for the Belfast area, in the 1990s, LCNI expanded its work to cover the whole region. LCNI uses a blend of legal, policy and education tools to work for social justice, with a focus on strategic litigation and policy advocacy that secures wider change.

We provide free, independent legal advice, community engagement, casework and representation before the tribunals and courts, including in the higher courts. Our policy research and advocacy, seeks to secure change to law and policy, grounded in the direct experience of our clients. This involves strong partnership with others across the voluntary sector in Northern Ireland to advocate for progressive social change. We also deliver extensive training and information support to the advice network across Northern Ireland. This includes professional development training and webinars, Adviser Network Meetings, the *Annual Social Security Law Conference* and legal information resources. We also produce public legal information resources so that everyone understands their legal rights.

LCNI is Lexcel-accredited and regulated by the OISC. The legal work of LCNI is led by the organisation's Director of Legal Services/Senior Solicitor.

As a charity, LCNI is registered with the Charity Commission NI and is governed by a Board/Management Committee, all of whom give their time and expertise freely in support of our mission.

## About this Role

This post supports the Law Centre's mission through provision of high-quality professional learning and training services to the sector, LCNI members and others across Northern Ireland. The post-holder will have lead responsibility for the design, development, delivery, marketing and management of high-quality professional learning services that meet the needs of the sector, LCNI members and others.

This is a period of significant change in Northern Ireland and you will have the opportunity to make a real difference to people's lives.

This role at the Law Centre is supported by the Department for Communities.

## General Candidate Information

This is a permanent post, subject to ongoing funding. The post may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on LCNI terms.

### Benefits are:

- Opportunity to develop and deepen discrete subject expertise through excellent professional learning and support;
- Generous holiday entitlement of 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days;
- Flexible working arrangements;
- Excellent development opportunities;
- Being part of making change happen;
- Accessible city centre location.

The successful candidate will be expected to take up post as soon as practicable. The successful candidate will be subject to a probationary period of 6 months which may be extended in accordance with LCNI policy.

## Application Process

**CLOSING DATE FOR APPLICATIONS: Tuesday 16 July @ 12.00 noon**

**INTERVIEW DATE: 31 July 2024.**

Please note the following important information about the application process:

- Please complete the application form fully. CVs are not accepted;
- Please ensure that you give examples that demonstrate how you satisfy the relevant criteria, including relevant dates;
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel;
- Please return your application form as a Word Document by email to the email address specified in the application form;
- Applications received after the closing date will not be considered;
- In the event of a large number of applicants, LCNI will also shortlist against desirable criteria.

If you would like to talk to us about this role, please contact [humanresources@lawcentreni.org](mailto:humanresources@lawcentreni.org).

## Job Description

<b>Job Title</b>	<b>Professional Learning &amp; Training Officer</b>
<b>Job Purpose</b>	This post supports the LCNI's mission through provision of high-quality professional learning and training services to the sector, LCNI members and others across Northern Ireland. The post-holder will have lead responsibility for the design, development, delivery, marketing and management of high-quality professional learning services that meet the needs of the sector, LCNI members and others.
<b>Location:</b>	Westgate House, Belfast.
<b>Salary</b>	£30,451 - £32,234 (under review) + 5% employer pension contribution
<b>Post</b>	35 hours per week (Full time, Permanent)
<b>Reports to</b>	Director of Innovation and Engagement
<b>Contact with</b>	Law Centre staff; Law Centre members; Frontline advice organisations and other relevant organisations; Associate trainers; Relevant organisational sub-committees; Elected representatives; Policy makers and other external stakeholders; Other appropriate individuals and organisations

### MAIN DUTIES

- Identify the needs of the sector, LCNI members and others, and profile and market the LCNI professional learning and training services accordingly, including through social media and website
- Continuously design, develop and deliver high quality professional learning and training services that support the quality of advice services in Northern Ireland and ensure that LCNI's offering is responsive to new and emerging needs of the sector, LCNI members and others
- Design, deliver and assess LCNI's certificate courses in accordance with accreditation standards, securing appropriate accreditation for new LCNI training and ensuring LCNI professional learning is evaluated and accredited to appropriate quality standards
- Maintain and develop expertise necessary to effectively deliver LCNI training, identifying training and professional development needs, including CPD requirements, in consultation with line manager and sourcing appropriate support

- Build effective working relationships with learning centres and work with training administration support to effectively manage training administration
- Ensure LCNI professional learning products are available in a range of delivery options that support learner needs
- Produce LCNI's professional learning programmes and other training documents
- Build, develop and manage the LCNI's panel of associate trainers
- Quality assure the delivery of professional learning services
- Develop effective outcome and impact measurements and provide management information reports in relation to training and professional development services
- Contribute to LCNI's digital transformation initiative
- Achieve agreed income generation targets for LCNI professional learning and be responsible for ensuring these targets are met and identify and generate new income streams from LCNI's training and professional development services
- Maintain and develop LCNI's staff learning and development plan and source appropriate training as required
- Contribute to the organisation of LCNI's Conference, seminars and events as required, including LCNI's Social Security Adviser Network Meetings
- Contribute to public legal education resources and ensure these are effectively reflected in LCNI professional learning activities
- Identify law, policy and practice issues arising from LCNI professional learning work and ensure these are communicated effectively with LCNI's policy specialists for progression
- Build and maintain effective relationships with LCNI members and other external stakeholders in support of the organisational mission
- Plan and organise workload, monitoring and reporting on work performance
- Act as ambassador for LCNI, upholding its public image in its professional learning work
- Act in accordance with the agreed values of the organisation
- Ensure the policies and procedures of the organisation are observed

- Available to work outside standard business hours occasionally to meet the demands of the role
- Undertake relevant administrative duties in the performance of the above
- Undertake such other duties as may be required from time to time.

**\*Note:** this Role Description will be subject to review from time to time in line with the changing needs of the organisation.

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**JUNE 2024**

**PERSON SPECIFICATION**

**Professional Learning Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge, Qualifications &amp; Experience</b>	<p><b>E1</b> Degree</p> <p><b>E2</b> Minimum of 1 years' experience of design, developing delivering training services in an organisation, including experience of:</p> <ul style="list-style-type: none"> <li>▪ Developing, delivering and evaluating training in a professional environment and in accordance with relevant quality standards</li> <li>▪ Undertaking training needs analysis and developing appropriate training responses</li> <li>▪ Demonstrating innovation in development of training services</li> <li>▪ Producing high quality training materials</li> <li>▪ Supporting others to deliver quality training</li> </ul> <p><b>E3</b> demonstrated knowledge of social welfare law.</p>	<p><b>D1</b> Professional training qualification</p> <p><b>D2</b> Experience of assessing training coursework in accordance with quality standards</p> <p><b>D3</b> Experience of delivering training on welfare rights</p> <p><b>D4</b> Experience of developing on-line training programmes</p> <p><b>D5</b> Experience of producing timely and accurate management information about training services</p> <p><b>D6</b> Experience of identifying and securing external quality standard accreditation for professional training programmes</p> <p><b>D7</b> Experience of working in a membership organisation and understanding of members' needs</p>
<b>Skills &amp; Attributes</b>	<p><b>E4</b> Excellent training skills</p> <p><b>E5</b> Ability to absorb and accurately present complex information in writing and orally in a manner that is accessible and appropriate to learners</p> <p><b>E6</b> Excellent customer service skills</p> <p><b>E7</b> Ability to effectively manage time and resources with excellent</p>	

	<p>IT skills such as to be administratively self-supporting</p> <p><b>E8</b> Ability to work independently and as part of a team to achieve the organisation's objectives</p> <p><b>E9</b> Self-motivated and open to self-reflection and growth</p>	
<b>Commitment</b>	<p><b>E10</b> Commitment to the aims of the Law Centre</p> <p><b>E11</b> Commitment to collaborative working, knowledge sharing and ongoing professional development</p>	
<b>Circumstances</b>	<p><b>E12</b> Available for occasional out of hours work in accordance with the requirements of the post</p> <p><b>E13</b> Willingness to travel throughout Northern Ireland as required.</p>	<p><b>D8</b> Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)</p>