

THE HONOURABLE SOCIETY OF THE INNER TEMPLE

JOB DESCRIPTION

Job title	Professional Education & Learning Design Manager
Department	Education and Training
Reports to	Head of Teaching and Learning

Main purpose of role
Responsible for the Inner Temple Established Practitioners Programme. The role is responsible for the design, development and delivery of high-quality professional education for barristers that aims to build and enhance their legal knowledge, skills and practice.
Duties and responsibilities
Course Design and Development <ul style="list-style-type: none">• Design and develop CPD courses, conferences, workshops, seminars, webinars, training, and online and blended learning programmes for barristers.• Conduct training needs analyses to identify learning priorities for Inner Temple established practitioner members.• Create learning objectives, course outlines, training materials and supporting resources.• Ensure course content reflects current legal developments, professional standards and best practice.• Apply adult learning principles to maximise engagement and knowledge retention.• Provide pedagogic advice, guidance and support regarding the design of training and courses to colleagues and the wider Inn membership.
Programme Management <ul style="list-style-type: none">• Plan and co-ordinate an annual programme of CPD for established barristers.• Project manage the effective marketing of the programme across various communication channels.• Develop project plans, timelines and budgets for training initiatives.• Manage course schedules, speaker arrangements, venue bookings and online delivery logistics.• Co-ordinate communications with participants, presenters and external stakeholders.• Monitor programme performance and ensure delivery milestones are met.

Online Learning Delivery

- Design, manage and maintain accessible virtual learning experiences using webinar and Moodle-based learning management platforms.
- Produce and/or oversee the creation of digital learning resources, including presentations, videos and interactive content.
- Provide digital design specialist advice to staff and members of the Inn, including the risks and opportunities of new developments and technologies.
- Work with colleagues to create engaging and innovative learning activities using web and multimedia content as appropriate.
- Support presenters and participants before and during online events.
- Ensure a seamless learner experience across all digital platforms.

In-Person Event Management

- Manage the organisation of educational conferences, seminars, workshops, training courses and networking events for the Inner Temple established practitioner community.
- Be present throughout the programme delivery, ensuring programme components run smoothly and resolving any issues as they arise.
- Liaise with the Catering Department and participants to ensure successful event delivery.
- Manage attendee registration, event materials and on-the-day logistics.

Budget Management

- Monitor and track the programme budget, ensuring any external suppliers are paid in line with the budget (including processing expenses).

Quality Assurance and Evaluation

- Gather and analyse participant feedback.
- Review and continuously improve course content, delivery methods and procedures.
- Maintain accurate records of attendance, evaluations and programme effectiveness.
- Produce and present reports on participation, satisfaction and training impact to committees, senior staff and members of the Inn.

General

- To act with integrity and in the best interests of the Inn in a safe, compliant, and ethical manner.
- Undertake other such duties that may reasonably be required.

PERSON SPECIFICATION

	Essential (E) or Desirable (D)	Assessment method
Experience and Knowledge		
Proven experience of designing and managing professional education, training or CPD in-person and virtual events and programmes.	E	Application/Interview/ Assessment
Experience of creating online and blended learning solutions.	E	Application/Interview /Assessment
Experience of digital learning technologies, learning management systems, preferably Moodle, and webinar platforms, e.g. Zoom, MS Teams.	E	Application/Interview
Knowledge of adult learning methodologies and instructional design principles.	E	Application/Interview/ Assessment
Proficiency in Microsoft Office.	E	Application/Interview
Experience of managing or supervising others in the workplace.	D	Application/Interview
Event management and/or conference planning experience.	E	Application/Interview
Skills and abilities		
Effective communication skills both written and oral	E	Application/Interview
Ability to manage multiple projects simultaneously and meet deadlines	E	Interview
Strong stakeholder management and relationship-building skills, including at a senior level	E	Interview
Ability to work collaboratively and independently	E	Interview
Attention to detail and commitment to quality	E	Interview
Creative approach to learning design and learning engagement	E	Interview
Able to think critically to resolve problems	E	Interview
Qualifications and training		
Degree or equivalent professional experience in Learning & Development, Education, Training, Online Learning, Instructional Design or a related field	E	Application
Project management qualification or equivalent experience	E	Application
Other requirements		
Able to demonstrate a commitment to the values and objectives of Inner Temple	E	Interview
Willing to work occasional evenings/Saturdays as required	E	Interview

Date of last update	19/06/2026
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Terms of Employment

Annual salary:	£43,978
Location of work:	London Office/Hybrid Days to be agreed with line manager
Annual leave:	25 days' holiday plus Public Holidays
Working hours:	35 hours per week during our operational hours, willing to work occasional evenings/Saturdays as required

Employee Benefits:

Private health scheme (Voluntary benefit)

Pension scheme (15% employer contribution)

Season ticket loan or cycle to work scheme available after completion of probation

Lunch provided free of charge daily when Inn's kitchens are open; a taxed daily luncheon allowance provided when they are closed

Group Life Assurance

Group Income Protection

Employee Assistance Programme