

INNER TEMPLE MOOTING SOCIETY

ROLE DESCRIPTIONS 2023-24

We are delighted to announce that we are opening applications to volunteer to be a part of the Inner Temple Mooting Society's Executive Committee. We are looking for enthusiastic, dedicated and skilled individuals who would like to take on one of the below roles:

President		
Head of Internal Mooting	Head of External Mooting	Head of Administration
Internal Mooting Officer (x3) Internal Training Officer	External Mooting Officer (x2) External Training Officer	Secretary Treasurer Social Media Officer Librarian

Applications should be made by **emailing your CV and cover letter** to committeeapplicationsitms@gmail.com using your full name and the role you are applying for in the subject title. **Applications are open now and close on the 12th September.**

Your cover letter should be **maximum one side of A4**. Your cover letter should clearly state which role(s) you are applying for; express your reasons for applying to join the committee and evidence how you possess the skills necessary for the position(s) that you are applying for. Please refer to the role descriptions below.

PRESIDENT

Responsibilities:

The President is responsible for the oversight and leadership of the society generally. This involves chairing regular meetings with the Head of Internal Moots, Head of External Moots and Secretary to ensure that the society runs its events and fulfils its obligations smoothly and offering support to committee members to help them complete their role effectively.

The role also requires liaising with and updating key figures within the Inn, such as the Master of Mooting and the Barrister Liaison.

You will also attend the Student Societies Committee Meetings. These are chaired by Master Kabir Sheikh. It meets quarterly to be updated on the progress of the Student Societies.

Expectations:

An applicant for President should possess exemplary leadership, communication, organisation and presentation skills. They should also be willing and dedicated to fully immerse themselves within the society, regularly attending both online and in-person events.

ADMINISTRATION

SUB-COMMITTEE

Head of Administration

Responsibilities:

The Head of Administration is responsible for overseeing the Administrative Sub-Committee, ensuring that social media posts, handover documents, constitutional affairs and emails are organised and timely. This year, Student Societies are in the process of writing a constitution, so a large proportion of the role will be ensuring that the constitution created is fit for purpose and well thought through. The Head of Administration must also ensure that a handover document is created in good time and is responsible for managing the transition to the new committee.

Expectations:

An applicant for the Head of Administration should have excellent attention to detail and organisational skills. They must also possess high quality leadership, technical and communication skills.

Secretary

Responsibilities:

The Secretary is responsible for scheduling and minuting society meetings; ensuring that the society's main inbox is monitored and all queries replied to appropriately; communicating with the membership using the mailing list and archiving and sourcing moot problems for the society.

Expectations:

An applicant for Secretary should be a well-organised, clear communicator with developed leadership skills. They must be willing to set aside a small portion of each day to ensure that queries are responded to in a timely and punctual manner. They should possess the necessary technical skills to create and maintain online databases and ideally have experience producing high quality minutes of meetings.

Treasurer

Responsibilities:

As Treasurer, you will be responsible for the management of the finances of the Society. You will need to prepare a budget for the 2022/2023 society and work closely with the Heads of Internal and External Mooting to ensure that money is appropriately divided so student members can benefit most from both Internal events and External Mooting opportunities.

Expectations:

An applicant for Treasurer should be organised, with strong teamwork and presentation skills. They must have prior experience with Microsoft Excel and understand how to compile a realistic budget and maintain an up-to-date balance sheet. Prior similar role experience is essential.

Social Media Officer

Responsibilities:

The Social Media Officer is responsible for maintaining the society's social media presence, most fundamentally by advertising the opportunities available for members to develop their mooting skills by attending training sessions and compete in internal and external competitions. This year we are looking to develop our social media usage, by developing a stronger branding package, and increasing our student engagement.

Expectations:

An applicant for Social Media Officer should possess excellent technical, organisational, and marketing skills. They should be willing to set aside a small portion of each day to ensure that posts are designed and circulated in a timely manner. Technical literacy and familiarity with Facebook, LinkedIn and Twitter are essential. Prior experience of branding is desired but not essential.

Librarian

Responsibilities:

The Librarian is responsible for building and maintaining the library of moot problems. This involves liaising with practitioners to aid in the writing of the problems, as well as checking that any problems in the library remain up to date on the law.

Expectations:

An applicant for Librarian should be organised and motivated to make reliable and informed progress over the course of the year. Moot problems should be sourced early to ensure that those who compete have the moot problems for sufficient time before competitions.

EXTERNAL MOOTING

SUB-COMMITTEE

Head of External Mooting

Responsibilities:

The Head of External Mooting is responsible for ensuring that maximum external mooting opportunities are provided to all student members. This involves a high level of organisational skills, keeping up to date with other institutions' competitions and relevant dates of registration. The role also involves sorting through applications and matching teams to coaches to aid their development.

Expectations:

An applicant for Head of External Mooting should be organised, reliable and able to meet deadlines. Mooting experience is essential. An ability to communicate with your External Mooting Officer is essential to ensure that nothing falls within the gaps.

External Mooting Officer

Responsibilities:

The External Mooting Officers will act as a support to the Head of External Mooting in registrations and team selection, as well as taking point on liaising with students, ensuring they connect with teammates and coaches and meet individual deadlines. They should also track and record team performance, so that this can be reported to the Inn and celebrated appropriately.

Expectations:

An applicant for External Mooting Officer should be organised and reliable. Teamwork skills, approachability and mooting skills are essential, as a large part of your role will be supporting student members, many of whom may be novices.

External Training Officer

Responsibilities:

The External Training Officer is in charge of ensuring that mooters are put in contact with professional coaches who are willing to give up their time to support the mooters both in preparation of their written submissions and delivery of their oral arguments.

Expectations:

Approachability and excellent communication skills are key in this role, as your role will require communicating with practitioners, as well as supporting novice mooters.

INTERNAL MOOTING

SUB-COMMITTEE

Head of Internal Mooting

Responsibilities:

The Head of Internal Mooting is responsible for ensuring all Internal Mooting events and competitions run smoothly. This involves running regular meetings and keeping abreast of different deadlines for various competitions. Their main focus will be the flagship events: the Lawson Moot which runs throughout the year, and the Inter-Varsity Moot which will occur in January. They will also support the Internal Mooting Officers in running the Pepperdine Moot, Notre Dame Moot, Ecclesiastical Law Moot and Commercial Law Moot.

Expectations:

An applicant for Head of Internal Mooting should have excellent organisational and communication abilities. They should also have the necessary delegation and leadership skills to ensure that the workload is spread evenly whilst ensuring that nothing is missed. They should be willing to dedicate time to completing the high workload.

Internal Mooting Officer

Responsibilities:

The Internal Mooting Officer will act as a support to the Head of Internal Mooting. They will each be primarily responsible for separate, smaller competitions, with the guidance of the Head of Internal Mooting, as well as helping with the larger workload of the flagship competitions.

Expectations:

An applicant for Internal Mooting Officer should be dedicated, organised, reliable and approachable. They should have the ability to keep track of large amounts of information, as well as the adaptability and flexibility to work well within the Internal Mooting team.

Internal Training Officer

Responsibilities:

The Internal Training Officer is expected to arrange the core training events in relation to the Lawson and the Intervarsity Moot, aimed at providing guidance to novice competitors on how to draft skeleton arguments and deliver oral submissions. They may wish to consider the idea of debrief sessions and workshops with competitors for the other competitions in addition. This will involve approaching guest speakers and may involve preparing resources.

Expectations:

The applicant for this role should be approachable and understand that many of the student members they will be engaging with will be novices. Prior mooting experience is essential to help with resource preparation, as well as organisation skills and reliability.