THE HONOURABLE SOCIETY OF THE INNER TEMPLE

JOB DESCRIPTION

Job title	Education Programme Manager (Pre-pupillage)
Department	Education and Training
Reports to	Head of Teaching & Learning

Main purpose of role

The purpose of the Pre-Pupillage Programme Manager role is to lead the effective management, co-ordination and continuous improvement of the Inn's pre-pupillage education, training and support programmes. The role is responsible for ensuring that Qualifying Sessions and associated student development programmes are planned, delivered and evaluated effectively, and comply with all relevant regulatory, governance and quality assurance requirements.

Duties and responsibilities

Programme Management and Delivery

- Lead the development, planning and co-ordination of the Inn's Qualifying Sessions Programme, working closely with the Qualifying Sessions Committee and Head of Teaching & Learning.
- Oversee the effective delivery of Qualifying Sessions and pre-pupillage programmes through the management of the Pre-Pupillage Team.
- Ensure programmes are delivered to a consistently high standard and contribute to the department's strategic objectives.
- Oversee programme schedules, resources, volunteers, venues and operational arrangements delivered by the team.
- Oversee communications and promotional activity, including the Inn's website, relating to Qualifying Sessions and pre-pupillage programmes to maximise participation and engagement.
- Lead on the design and delivery of some Qualifying Sessions, including residential programmes, as required.

Student Support, Inclusion and Volunteer Engagement

- Oversee the delivery of an inclusive learning environment across Qualifying Sessions and pre-pupillage programmes, ensuring appropriate processes are in place to identify, assess and implement reasonable adjustments and accessibility requirements.

- Provide advice and guidance to the Pre-Pupillage Team on complex student support, welfare, safeguarding and reasonable adjustment matters, escalating concerns as appropriate.
- Support the Director of Education to ensure the effective management and recording of student and volunteer concerns, complaints, wellbeing issues, safeguarding matters and feedback, ensuring matters are handled in accordance with Inn policies and procedures.

Digital Learning and Systems Management

- Working with the Professional Education & Learning Design Manager, lead the management and on-going development of the Qualifying Sessions Digital Learning Hub.
- Ensure learning content, student information and programme resources are accurate, accessible and aligned with regulatory requirements.
- Identify opportunities to enhance student engagement and experience through digital platforms and technologies.
- Support the implementation of new digital learning tools and systems, where appropriate.

Committee and Governance Support

- Act as Secretary to the Qualifying Sessions Committee, including preparing agendas, taking and/or reviewing minutes and monitoring progress against actions.
- Attend relevant committees and working groups as required and support the implementation of committee decisions.
- Produce reports, briefing papers and recommendations for the Qualifying Sessions Committee and other committees and working groups as required.

Governance, Regulation and Quality Assurance

- Lead the operational implementation of the regulatory requirements relating to Qualifying Sessions, ensuring effective monitoring, reporting and quality assurance processes are in place.
- Oversee the identification, assessment and management of risks relating to Qualifying Sessions, including residential programmes and student engagement activities, ensuring appropriate risk assessments, contingency plans and operational procedures are maintained.
- Oversee systems for maintaining attendance, participation and completion records in accordance with legal and regulatory requirements.
- Produce reports, management information and briefing papers for committees, senior managers and other stakeholders.
- Maintain effective relationships with external observers and other stakeholders involved in the quality assurance and governance of Qualifying Sessions.

Monitoring, Evaluation and Continuous Improvement

- Lead programme evaluation activities and ensure feedback is used to inform programme development and continuous improvement.
- Use student, volunteer and stakeholder feedback, alongside management information and sector developments, to inform programme planning and continuous improvement.
- Identify and implement opportunities to improve student and volunteer experience and operational efficiency.
- Lead the collection, analysis and reporting of attendance, engagement and outcome data to inform programme development and strategic decision-making.

Team Leadership

- Line manage the Pre-pupillage team (2 posts)
- Manage team priorities, workload, performance and professional development.

Budget Management

- Manage designated programme budgets, ensuring expenditure is monitored, controlled and reported in accordance with Inn policies and procedures.
- Contribute to annual budget planning, forecasting and resource allocation.

General

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

PERSON SPECIFICATION

	Essential (E) or Desirable (D)	Assessment method
Experience and Knowledge		
Experience of managing education and/or training programmes in a Higher or Professional Education environment.	E	Application/Interview
Experience of managing educational events, courses or conferences.	E	Application/Interview
Experience of regulatory compliance, governance or quality assurance processes in an educational setting.	E	Application/Interview
Experience of managing a team in the workplace.	E	Application/Interview
Experience of analysing data and producing reports.	E	Application/Interview
Knowledge of legal education and/or the Bar profession.	D	Application/Interview
Experience of digital learning technologies, learning management systems, preferably Moodle, and webinar platforms, e.g. Zoom, MS Teams.	E	Application/Interview
Strong working knowledge of Microsoft Office, particularly Outlook, Word and Excel.	E	Application/Interview
Experience of advising on student welfare and inclusion	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
Ability to work collaboratively and independently	E	Interview
Attention to detail and commitment to quality	E	Interview
Strong stakeholder management and relationship-building skills, including at a senior level	E	Interview
Ability to think critically to resolve problems	E	Interview
Qualifications and training		
Degree educated or equivalent professional experience	E	Application
Relevant qualification in project management, leadership and management, education or learning and development.	D	Application
Other requirements		
Able to demonstrate a commitment to the values and objectives of Inner Temple	E	Interview
Willing to work some evenings, Saturdays and weekends as required, including outside of London	E	Interview

Date of last update	09/11/2026

Terms of Employment

Annual salary:	£45,298
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