

VACANCY

Secretary General
Commonwealth Lawyers Association (CLA), London WC1
Full Time
6 month rolling contract
£30,00-35,000 p.a. (pro-rata)

The Commonwealth Lawyers Association (CLA) is a non-profit professional association of lawyers from across the Commonwealth which aims to maintain and promote the rule of law and the independence of the legal profession across the Commonwealth. As a part of its strategic plan, the CLA requires a new Secretary General (SG) to build upon recent successes and confidently take the association forward into the next stage of its development and growth.

The SG works closely with members of the Executive Committee (based in London and abroad) and the Council (based throughout the Commonwealth) with especial reference to the CLA Regional Hubs covering Asia, Africa, Europe and Canada & the Caribbean, who have particular responsibilities for their areas of operation.

The CLA is looking for a talented and appropriately qualified professional individual who will be expected to manage and realise the aims and objectives of the association. The SG will have a vision for the continued development of the CLA both within the sector and more broadly across the Commonwealth. It is likely that the suitable candidate may well have experience running a small business, or not-for-profit.

In sum, responsibilities of the SG are set out in the SG Job Description but the key responsibilities will be overseeing and managing the administrative work of the CLA including, without being exhaustive or any particular order:

- Arranging, in consultation with the President and Chair of the Executive Committee, respectively, the agendas of Council and the Executive Committee meetings.
- Organising Council and Executive Committee Meetings
- Preparing minutes of all meetings.
- Coordinating the work of the Regional Hubs.
- Coordinating and liaising with the CLA Officers, Organising Committees and Professional Conference Organisers for the key biennial **Commonwealth Law Conferences (CLC)** put on by the CLA.
- Coordinating the management of existing projects and interventions and organising the issue of statements concerning events within the Commonwealth.
- Assisting in raising sponsorship for the CLC's.
- Submitting grant applications in close liaison with both the Executive Committee and Council
- Coordinating and managing Membership renewals.
- Information Technology and Social Media – in particular familiarity with Microsoft Office 365 and any modifications thereof, and related systems.
- Liaising with our bank, our accountants,
- Responsibility for filings with the Companies Registry and acting as Company Secretary.

The SG will be competent, thorough, and well-motivated, in addition to being flexible and capable of working alone to tight deadlines and managing competing priorities. He or she will have a track record of successful fundraising, specifically from major donors, and significant success of building sustainable relationships with new and existing donors. The SG will also be a strategic thinker, adept at translating vision into strategy and operational objectives. He or she is an ambassador for the CLA and will be a well presented, confident communicator, a credible leader of people and resources. Experience of working across cultures is essential.

The CLA is committed to being an equal opportunities employer and applicants from a diverse range of backgrounds are encouraged to apply. If you are interested in applying, please review the full job description attached and submit a CV and cover letter no later than 5pm on 28th March, 2018. The role is offered as a six-month rolling contract with 25 days annual leave pro-rata.

Interviews will be held in early April, 2018. If you are not called for interview, please assume that your application was unsuccessful. Correspondence will not be entered into.

Applications should be addressed to:

**Commonwealth Lawyers Association
88 Kingsway
London
WC2B 6AA
United Kingdom
Referenced: Application**

Email: info@commonwealthlawyers.com

**Secretary General (SG)
Commonwealth Lawyers Association (CLA)
London WC2**

JOB DESCRIPTION

Role:

The Commonwealth Lawyers Association is a Company Limited by Guarantee, registered in England and Wales. The SG is responsible for all aspects of the operation of the Commonwealth Lawyers Association (CLA), not only in terms of day to day office management of the London Secretariat, but also the medium to long term objectives, including the continued development and growth of the association in line with the strategic plan. The SG is effectively the 'lynch-pin' of the association and is responsible, together with the Board of Directors and the Executive Committee, for securing long term sustainability, through effective governance, sound financial practices and the delivery of membership services.

Responsibilities:

General

- Delivering a positive and secure future for the CLA, in collaboration with the Executive and Council, overseeing the management of the CLA's Secretariat in London;
- Ensure accountability to the members, and Council in terms of all legal, financial and statutory requirements;
- Ensure that the CLA Secretariat has the resources (human, material and financial) to operate as effectively as possible.

Secretariat

- Review, acquire and retain suitable office premises;
- Provide own IT support;
- create suitable stationery (incl. letterhead and business cards);
- Maintenance of filing system;

Finance

The SG is the registered Secretary for the Company Limited as such his/her duties include:

- Process invoices and payments;
- Maintain and update the associations accounts (cash book and bank reconciliation);
- Preparing monthly management accounts for the Executive;
- Place orders for goods and services as required within agreed limits and subject to budget;
- Together with the Treasurer draft the annual budget;
- Monitor expenditure in accordance with approved budget on a monthly basis;
- Prepare books for presentation to the accountants for the purposes of annual reporting;
- File Annual Company Return and ensure records are up to date at all times;
- Act as signatory for the association's bank account;
- Reconciliation of PayPal and Stripe facilities;
- Regular meetings with Treasurer to update on financial position
- Keep an asset register

Executive Committee (Ex Co)

- Maintain regular contact with Executive Committee. Co-ordinate and attend Ex-Co meetings and act as minute taker and point of contact for collating responses;

Council

- Maintain regular contact with Council members based throughout Commonwealth.
Draft agendas in consultation with the President;
Distribute Council papers;
Attend meetings as minute taker and follow up actions arising from the meeting;

Marketing & Brand

- Maintain marketing campaigns through electronic flyers via the CRM system;
- Produce ten monthly electronic news letters for distribution to members
- Regularly update social media account (Twitter; LinkedIn; Website)
- Produce regular news and statements via CRM system
- Market to potential new member through online channels
- Brand champion seek opportunities for the promotion of the brand
- Gatekeeper on use of brand requests by members and organisation
- Design and produce roll up banners for CLA events
- Ensure that logo is produced and use in a professional manner and in line with the guidelines for use set out in the ICE manual
- Regularly check and update ICE manual

Membership

- *Prepare documentation required for the General Meeting of members including election materials and distribute these to membership;*
- Maintain membership database; portal and on-line payment;
- Maintain and information on the association's website;
- Prepare reports and analysis of membership statistics for the monthly Executive Committee Meetings;
- Together with the Executive regularly review membership structure and fees;
- Develop membership marketing campaigns in line with GDPR direct marketing laws to be approved by the Executive;
- Maintain Social media accounts including LinkedIn and Twitter; What's App and others;
- Draft and issue statements on matters related to CLA's policies and objectives in response to legal developments or issue across the Commonwealth subject to the Executive's approval.
- Revise and update CLA membership flyer;
- *General Meeting*
- Co-ordinate Extraordinary or General Meeting in accordance with Constitutional requirements (including securing venue, draft documentation and advance distribution, minute-taking, electronic filing and follow-up where necessary);
- Follow up actions arising from the meeting.

Strategic Plan

- Manage the implementation and delivery of the strategic plan in conjunction with the Executive and Council;
- Review progress on a regular basis and amend as necessary with the Executive and Councils approval.

Projects

- Co-ordinate drafting and submission of interventions on matters related to CLA's mandate in consultation with Executive;

- Identification, together with the Officers, of suitable short, medium and long-term cost-effective projects in which could be passed to the CLA Hubs for consideration;
- Draft and submit project funding applications;
- Assist project officer/researcher where appropriate and monitor overall progress and report to the Executive;

Commonwealth (Latimer House) Principles

- Continue to work on publicity and distribution of Commonwealth (Latimer House) Principles in all aspects of association's work;
- Attend meetings of Latimer House Working Group (LHWG) and undertake activities as identified and agreed by LHWG.

Profile

- Raise the profile of the CLA and its work within the legal profession across the Commonwealth in conjunction with the CLA Hub Chairs, Executive and Council;
- Maintain effective networks and working partnerships with all principal supporters, stakeholders, partner organisations, statutory bodies and the Commonwealth;
- Attend other 'official' and 'unofficial' Commonwealth, legal and other meetings where appropriate to the work of the CLA.
- Represent CLA at meetings of the Latimer House Working Group
- Represent CLA at the Commonwealth Legal Forum

Commonwealth Law Conference (CLC)

- The SG is the CLA's overarching Project Manager for the Commonwealth Law Conference and is responsible, together with the President, Vice-President and Treasurer, for all work the with PCO and Local Organising Committee (LOC), and Programme Committee, who report through the SG to CLA's Executive on all aspects of organisation of the conference
- Manage the tender process for selection and appointment of destination/venue for the CLC in a transparent and timely manner;
- Manage the process for selection and appointment of Professional Conference Organiser (PCO) as necessary, in a transparent and timely manner;

Typical Tasks include (but are not restricted to):

- Liaison between LOC and Paragon (CLA and Paragon are budget owners)
- Facilitate the liaison between the CLEA Moot Coordinator and the Host on all aspects of organisation of Commonwealth Moot Competition;
- Field requests for parallel meetings taking place in wings of conference (subject to the approval of the Executive and where space is available);
- Coordinate global publicity together with the PCO to the CLA members, legal institutions and the wider Commonwealth through the conference and CLA websites, social media channels;
- Coordinated invitations to keynote speakers and general speakers on the conference programme
- Act as gatekeeper for applications to speak and pass to Programme Committee for approval
- Maintain speaker domain email account
- Post conference upload papers to closed members' area of the website;

Other Events & Seminars

- Work with Executive on local and international CLA meetings and events.
- Assist with the updating of the In-Country Events (ICE) manual

CLA Publications

Commonwealth Lawyer

- Facilitate on-line journal access for members and journal subscribers
- Liaise with Editor over possible topics for inclusion

Website

- Maintain the website including programming; CRM database and management payment gateways
- Resolve payment disputes and reconcile Stripe payment system.
- Develop new pages in accordance with evolving needs of CLA e.g. vacancies and publication of CLC papers,
- Develop and promote Hub activity through the Hub page
- Ensure all web text is up to date and regularly check gateways and links through the test account
- Continually check links and information to ensure page optimisation

Social Media

- Update and monitor Twitter and LinkedIn accounts on regular basis supplying regular articles and information of interest to the membership
- Co-ordinate with Paragon LinkedIn; Twitter “promotions”, and “moment opportunities utilising video and other material for conference promotion.

General Conditions and Hours

The position of SG is full time and is currently based at the CLA’s London office in Holborn. The office is situated two minutes from the underground and sits on the North side of Lincolns Inn.

The SG is required to work outside contracted hours and attend regular evening functions on behalf of CLA.

No overtime is payable but any additional hours are recorded and may within reason be recovered as Time Off in Lieu (TOIL) subject to the agreement of the Treasurer.

Occasion international travel will also be required. **All applicants must show evidence of their eligibility to live and work in the United Kingdom. The position is offered as a 6-month rolling contract with 25 days annual leave pro-rata.**

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£30,000-£35,000 6 months rolling contract

PERSON SPECIFICATION

Essential skills –

- Strong Command of the English Language both spoken and written
- Knowledge of and interest in the Commonwealth.
- Senior management experience gained in similar roles incorporating day to day as well as long-term operational and managements skills demonstrating ability to run small business;
- Experience of financial management, including a high level of Excel skill, bookkeeping, budgets and preparation of management and annual accounts;
- Experience of financial and membership database software;
- An advanced level of IT including maintaining four very busy domain email accounts, domain management, website maintenance and social media;
- Familiar with the construction and execution of Google Docs and other online survey products.
- Experience of working with culturally diverse communities;
- Excellent organisational skills, with the ability to plan, prioritise and complete multiple and often competing tasks to agreed deadlines;
- Excellent communication and, diplomat, with the ability to communicate effectively orally and in writing and public speaking;
- Demonstrable entrepreneurial and innovative approach to developing new opportunities to enhance the organisation's profile and brand;
- Highly motivated with the ability to work on own initiative without supervision as well as part of a remote team;
- Ability to work under pressure whilst maintaining a calm exterior;
- Ability to work closely with Executive and Council members and partner organisations building positive working relationships in a constructive, inclusive and consultative environment;
- Ability to be discreet and diplomatic with a strong awareness of the need to maintain confidentiality;
- Ability to act as ambassador for the organisation with a high level of personal integrity and a fundamental commitment to transparency and fairness in all dealings;
- Occasional international travel is required.

Desirable –

- Educated to degree level, legal qualification;
- Professional or management qualification;
- 5 years' experience in senior management role non-profit/charities sector;
- Experience of working in another membership organisation, particularly in relation to development and growth of membership and benefits;

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