**Events Coordinator (Volunteer) Job Description**

About the Association of Disabled Lawyers

The Association of Disabled Lawyers (“the Association”) leads the way in creating an inclusive legal profession, with a primary focus on disabled lawyers and students and lawyers and students with long-term physical, mental, and learning conditions. \* We exist to forge a community and network for disabled lawyers and law students. We make it known that you can practice law and be a disabled person. We are a platform for sharing ideas for positive change to the many obstacles that make entering the legal professions and maintaining a career difficult. We also collaborate with other organisations that have similar objectives. We, as disabled people, promote the rights of all disabled people.

\*We paraphrase this as “disability” or “disabled”, but we respect your decision whether to identify as disabled.

Objectives of this Role

* Educating internally and externally through events.
* Driving the Association’s mission by always representing our aims through events.
* Identifying fundraising opportunities through events.
* Finding collaboration opportunities through events.
* Overseeing the planning and execution of one event each month.
* Leading every aspect of an event, from venue choice to success metrics.
* Always keeping financial and timelines under control.
* Ensuring all events are inclusive.
* Increase representation and understanding of the careers of solicitors, legal executives and/or legal academics.

Daily and Monthly Responsibilities

Working with the team to:

* Follow current affairs and concerns relating to the disabled community and disability in law.
* Understand the aims of the Association.
* Recognise the requirements for each event.
* Plan events with attention to financial and time constraints.
* Book venues and schedule speakers.
* Negotiate with venues to achieve the most favourable terms.
* Facilitate ticketing.
* Organise technology to allow for online events.
* Market events.
* Complete final checks on the day of the event.
* Oversee event happenings and act quickly to resolve problems.
* Evaluate the success of each and submit reports.
* Guide the Association’s activities in relation to the careers of solicitors, legal executives and/or legal academics.

Person Specification and Skills

* A good team player who can work with a friendly group of activist lawyers.
* Excellent organisational, communication, negotiation, and multitasking skills.
* Advanced knowledge of Word, PowerPoint, Adobe Acrobat, and Excel.
* Ability to remain calm under pressure without losing a customer-service oriented attitude.
* A passion for equality, diversity, inclusion, disability rights and civil liberties.
* An understanding of the models of disability and a commitment to the social model.
* Experience of the careers of solicitors, legal executives and/or legal academics.

**Time Commitment:** 5 hours per week.

How to Apply and Reasonable Adjustments

We invite applicants to a curriculum vitae and covering letter to [admin@disabledlawyers.co.uk](mailto:admin@disabledlawyers.co.uk) by 1st September 2022. The Association’s team will then review the submissions and invite a selection of candidates to have a conversation with us, either online or in person, to discuss the Association and role.

We strongly encourage people from non-white backgrounds to apply.

Please do let us know if the process or role could be adjusted to enable you to best demonstrate your skills and potential and we will endeavour to facilitate any proposed changes. If you are unsure of the adjustments needed, please contact us and we will work with you to find a solution. Our email address is [admin@disabledlawyers.co.uk](mailto:admin@disabledlawyers.co.uk).