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**Disabled Lawyer and Proud Coordinator Role 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.

The Disabled Lawyer and Proud Coordinator will be responsible for:

* Identifying a diverse range of speakers for the podcast to ensure full representation of the legal profession;
* Organising and scheduling interviews with the Chair and speakers;
* Liaising with the Communications and Marketing team to publicise the podcast;
* Supporting the creation of marketing materials;
* Making sure the recordings are promptly subtitled and transcribed with the help of the team;
* Overseeing uploading the podcast to the platforms
* Assisting with events in Disability Pride Month (May);
* Performing administrative duties as requested by the Chair; and
* Maintaining a strong working relationship with the Executive Committee and other volunteers.

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

How to Apply and Reasonable Adjustments

We invite applicants to send a curriculum vitae and cover letter to admin@disabledlawyers.co.uk by 1st January 2024. The Association’s team will then review the submissions and ask a selection of candidates to talk with us, either online or in person, to discuss the Association and role.

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

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