

UNIVERSITY OF LINCOLN LAW SOCIETY ROLE DESCRIPTION



ROLE TITLE: Publications Officer	DEPARTMENT: Activities Division
REPORTS TO: Activities Director	DATE: April 2016

Context	<p>The University of Lincoln Law Society has made exceptional progress over the last academic year in terms of student engagement in extra-curricular activities. Working closely with the Law School, we have entered many external competitions and created more internal opportunities for students to improve their legal skills and boost their employability.</p> <p>This year we would like to create the new role of Publications Officer to extend what we offer our members and create new opportunities, working with the Society and the School.</p>
Role Purpose	<p>The Publications Officer will work with the School and other team members of the Society to create a magazine to offer to our members. It will be made up of various items such as career information, discussions on changes in law, content about what the Society is doing and so much more to be explored.</p> <p>This is a voluntary position, open to students at all levels of study on a relevant course with considerable legal or journalistic content.</p>

KEY RESPONSIBILITIES

Engagement
The Publications Officer shall promote and encourage involvement with the creation of the magazine. You sh
Organisation
The role of Publications Officer will require a lot of organisation and forward planning. This is with regards to finding items to go into the magazine, obtaining them, editing and then working with the marketing team to compile it all together by certain deadlines. This forward planning extends to thinking about future editions when working on a current one.
Administration
Any Society initiative must be properly administered to ensure effective and efficient running. This will fall within the Publications Officer's remit unless other arrangements are made and agreed with the Executive Committee.
Communication
The Student Mentoring Officer will need to be in frequent contact with all Directors to know any upcoming events, but in particular with the Activities Director. They will also work closely with the marketing division, the Executive Committee and Lincoln Law School staff.
In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	The role of Publications Officer offers candidates an exciting new opportunity to improve the positive impact that the Law Society has in the Lincoln Law School community. The ideal candidate for this role will have interests in writing and be eager to start this new initiative.
---	---



UNIVERSITY OF
LINCOLN
LAW SOCIETY

Starting this new project will involve a great deal of planning and organisation for the successful candidate. The candidate will need to be able to combine creativity and perseverance in order to create, plan and execute this new project. In order to ensure this role operates effectively, the successful candidate will be competent with resources of communication and administration such as email, word processing and editing.

This role offers candidates the chance to leave their mark on the future of the Law Society by helping to firmly establish the new magazine. The Publications Officer will be able to improve their skills of management, administration, organisation and communication. There will also be valuable opportunities for the successful candidate to network with local professionals and organisations as well as the School.

As a member of the Activities Division of the Law Society, the Publications Officer will report directly to the Activities Director, who oversees the Law Society's activities portfolio.

Key Working Relationships

Relevant staff – Law School
Activities Director – The Law Society
Marketing Division – The Law Society

Key Networks

Internal Contacts:
Students' Union (Activities Department)
University (Lincoln Law School; College of Social Science)

Author

EC

Date

April 2016

**UNIVERSITY OF LINCOLN LAW SOCIETY
PERSON SPECIFICATION**



Role Title: Publications Officer

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Experience: Writing	D	A,I
Skills and Knowledge: Administration Organisation Communication Literacy skills	E E E E	A,I A,I A,I A,I
Competencies & Personal Attributes: Innovation Altruism Interest in publications	D D E	A,I A,I A,I
Business Requirements: May be required to work the occasional evenings and weekends	D	A,I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.