

**CONTENT
EDITOR**

Applicant Pack

September 2026

Dear Candidate,

Thank you for your interest in the position of Content Editor at The College of Legal Practice. I do hope that you will consider the opportunity carefully and once satisfied that there is a potential fit, please apply.

Founded in December 2018, by The College of Law in Australia, The College of Legal Practice offers postgraduate education programmes for legal professionals throughout their career. We specialise in SQE preparation training.

The organisation is fully virtual, with a small and dedicated team working closely with colleagues based in Australia. The College has been providing courses since 2021, we now have over 1000 students and are growing quickly.

I am looking for team members who are absolutely focused on offering prospective and current students an excellent and engaging experience in a growing organisation. You will need to be agile and innovative and willing to work remotely with a high degree of collaboration.

We have applied successfully for Degree Awarding Powers, and as such have set ourselves high academic standards. We are also ambitious, and the College's financial position is strong, thanks to long-term investment from The College of Law in Australia.

If this sounds like the kind of organisation you would like to join, please do consider making an application and we look forward to hearing from you.

With best wishes,



Dr Giles Proctor
Chief Executive Officer
The College of Legal Practice

ABOUT THE COLLEGE

The College of Legal Practice is leading the way in preparing students for the Solicitors Qualifying Examination – the SQE. The SQE has now replaced the Legal Practice Course (LPC) as the preferred route to qualification as a solicitor in England and Wales.

Our programmes are carefully designed to help students succeed in the SQE, thanks to our experienced team and years of expertise in supporting students through every SQE assessment. The courses are carefully designed to meet the needs of both individuals and law firms as they transition to the new qualification pathway. Designed for online, our courses are flexible, affordable and accessible.

Our not-for-profit ethos means we keep our programmes low-cost and high-value. Taught by experienced solicitors, our content is grounded in real-world legal practice, with expert personal supervision and support, highly rated by our students.

The College of Legal Practice is backed by 25 years of experience in online legal training helping give students the best chance of passing the SQE.

Who are we?

We are a fully accredited higher education provider with Degree Awarding Powers. Established in 2018, we were formed as a wholly owned UK subsidiary of [The College of Law in Australia](#). We are fully virtual, with a team based in the UK, supported by teams in Australia.

The College of Law in Australia is a mature and unique not-for-profit provider of professional legal education and market leader for lawyer qualification training in Australasia. Their intention in forming the College was to diversify and extend their expertise in delivering modular, practice-based legal training into new jurisdictions around the world, building on 50 years' experience of working with leading law firms and training over 5,000 lawyers each year. For more information please visit our [website](#).

Our approach to learning

Due to the introduction of the Solicitors Qualifying Examination (SQE), the world of legal training has been in the midst of a substantial sea change. Added to this, the COVID-19 pandemic had a profound effect on the world of work.

Over the last few years organisations have been undergoing a complete reassessment of the way their employees will work and interact. The same, too, is true of the world of legal education. Institutions have until now in the main delivered their traditional training programmes within a classroom environment, but now they are facing the challenge of adapting such curricula to a new form of delivery in a virtual classroom. While that

learning environment represents a considerable learning curve for such organisations seeking to adapt their design and delivery methodologies, for The College of Legal Practice it is second nature.

Drawing on the expertise of The College of Law based in Australasia, we have over fifty years' experience in the creation and delivery of world class legal training. Specifically designed from the outset to be delivered virtually, our programmes have successfully trained tens of thousands of lawyers. They are not work in progress. They are tried, tested, and proven to deliver competent lawyers who are productive from day one.

What the College stands for

The College aims to help legal professionals reach their unique potential. We have a vision to be the go-to professional practice provider in the UK for all aspiring solicitors. How are we going to do this? By offering personalised legal education through a team of dedicated supervisor practitioners.

Our development

The College has developed a new strategic plan taking us through to 2028, aligning with The College of Law. At the heart of our strategy is a continued roll-out for growth into the SQE market.

We have a core staff team and a teaching faculty of expert supervisors. We have had over 1,000 students and established partnerships with many Universities and firms.

Finance

The College's financial position is strong due to an ongoing multi-year investment to the College from The College of Law, built into a seven-year financial model for sustainable growth.

Commitment to Diversity & Inclusion

Reducing barriers to access legal education is one of our driving principles, that lies beneath everything we do. We have an active set of diversity and inclusion policies and we are extremely proud of the diversity of our student population. We have a Board member who champions diversity right from the top and an active EDI working group.

Ensuring that the College's internal team is fully representative of the student community that we teach is a priority for us. We are therefore constantly looking to improve our diversity across our staff team.

We are committed to providing an inclusive environment where employees, students and others are able to share their voice, bring their whole selves to work and are treated fairly and with dignity and respect.

Curriculum Provision

The College's portfolio of accredited **programmes** focuses on SQE and practical legal training for aspiring solicitors. The key attributes of the College's programmes are virtual, flexible delivery with a personal supervision model, purpose-built for the digital environment. The programmes are put together collaboratively with clients and offer adaptable, practical training.

Working environment

The College of Legal Practice recognises the importance of a work environment that actively promotes best practice. The College has a Code of Conduct that describes the standards of behaviour and conduct expected from workplace participants in their dealings with students, suppliers, clients, co-workers, management and the general public.

The team has always been fully virtual, working from home on a long-term basis. We also aim to meet at least three times a year face-to-face. There is some flexibility in working hours across the week and a supportive culture in terms of enabling all employees to achieve alongside fulfilling their personal commitments and interests.

You will also have access to Totum online membership (student discounts) and a free wellbeing platform, resources and counselling.

Professional Development

The College has a clearly defined performance management framework, underpinned by annual appraisal process. There is a budget set aside for training and development to support your professional development.

JOB DESCRIPTION

Position Title	Content Editor
Department	Academic Team
Location	Remote (UK-based)
Salary	£35,000 per annum
Hours	Full Time, 35 hours per week
Reports to	Quality Programme Manager

Role Overview

The purpose of this position is to contribute to the development and maintenance of College's learning content and publications across all programs. All our learning content is housed within the Learning Management System, Canvas and the post holder will work closely with Module Leaders, Content Designers, and external Subject Matter Experts to ensure new learning content and publications are accurate, current and support the relevant modules that the students are studying.

Key Accountabilities

Editing & publishing

- Assists with the production of print and online content and learning content for all the College programs
- Liaises closely with the College academic team to identify, edit (where necessary) and implement development and improvement of the course content
- Liaises with other Teaching Learning and Design (TLD) colleagues based in Australia, regarding production of materials and course deadlines, updates, amendments and compilations

Learning content creation and maintenance

- Commissions, briefs and manages external and internal subject matter experts in relation to creating new course content or amending and updating existing content
- Manages copyright records and other IP requirements in the content revision and creation process
- Reviews, edits and formats learning content & materials prior to publication
- Makes content updates as requested by module leaders and the Academic Quality Development Manager
- Works with Subject Matter Experts to manage learning content through product development life cycle
- Stores and manages course content and recommends best practice in manipulating and using course content
- Champions best practice in learning content consistency, grammar and style

Education/ Qualifications

Degree level qualification

Selection Criteria

Requirements	Essential Skills and Qualifications
Skills and Experience	• Demonstrated experience in the publishing industry with knowledge of publishing workflows and content life cycles • Demonstrated experience in writing and editing learning content • Ability to contribute to the creation and maintenance of relevant, current and accurate learning content and publications • Experience in commissioning, author management and contract administration • Ability to think creatively and develop innovative solutions • Outstanding written and verbal communication skills • Demonstrated ability to use a range of IT systems and learning management systems, including Microsoft products • Demonstrated ability to work in a collaborative team environment • Demonstrated ability to plan, organise, prioritise and execute multiple tasks under strict deadlines • Highly developed attention to detail
Attitudes and Behaviours	• Highly organised and detail-oriented approach to work • Proactive and solutions-focused mindset • Strong sense of accountability and ownership for tasks • Collaborative team player who works well across functions • Able to work independently and manage workload • Flexible and adaptable, particularly during peak operational periods

	• Discreet and professional when handling sensitive financial information
Other requirements	• Ability to work remotely in a distraction-free environment with a reliable internet connection • Willingness to support occasional out-of-hours operational activity (if required, with TOIL arrangements)
Requirements	Desirable
	• Experience in an education or training environment using learning management systems • Interest/ background in the legal profession or legal education • Confidence in communicating with a wide range of stakeholders

Terms And Conditions

Salary: £35,000 per annum

Working Hours: Full time, 35 hours per week

Holiday Entitlement: 28 days plus statutory holidays and a Christmas shut down

Pension Arrangements: 8% pension contribution and salary sacrifice scheme

Probation Period: 6 months

Notice Period: 3 months after probation

HOW TO APPLY

To apply, send the following to humanresourceteam@collegalpractice.com with the subject heading of "Content Editor":

- An up-to-date CV
- A cover letter outlining your relevant experience (no more than two sides of A4 – we want to see how you write, so please ensure that this is written by you)

Applications which do not include all items above will be rejected.

Please also complete the Equal Opportunities Form, available on the website. This is not used in the decision-making process.

We will send an acknowledgement of receipt via email to all applicants within 5 working days.

Recruitment Timetable:

Application Closing date	5pm - 25 September 2026
Interview dates	28 and 29 September 2026

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