

SCHEDULING MANAGER

April 26

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Dear Candidate,

Thank you for your interest in the position of Scheduling Manager 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.

The organisation is fully virtual, with a small and dedicated team working closely with colleagues based in Australia. The College is at an exciting stage of its development, having launched our SQE prep courses and first Masters Programme.

I am looking for team members who are absolutely focused on offering students an excellent learning experience in a growing organisation. You will need to be agile and innovative and willing to work remotely with a high degree of collaboration. The organisation is fast paced, but we are here for the long-term. We are looking to create a sustainable professional development pathway for legal professionals from qualification to management.

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 that you would like to join, you are welcome to apply directly via email. We look forward to hearing from you.



Best wishes

Dr Giles Proctor
Chief Executive Officer
The College of Legal Practice

ABOUT THE COLLEGE

Legal training is stuck in the past. A one-size-fits-all approach to teaching simply doesn't work. Why? Because everyone is different.

The College of Legal Practice is changing the status quo. Designing legal courses around you. Your organisational needs, students' personal circumstances, and their unique aspirations. We're helping a more diverse group of individuals access and progress in the legal profession. We're proud to be different. Proud to be driving change. Welcome to a new era in legal education. Designed for you.

Who are we?

We are a fully accredited higher education provider with Degree Awarding Powers that aims to develop excellent legal professionals through personalised, flexible learning. Established in 2018, we were formed as a wholly owned UK subsidiary of [The College of Law 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 45 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 is on the verge of a substantial sea change. Added to this, the COVID-19 pandemic is having a profound effect on the world of work.

Organisations are 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 our parent organisation, The College of Law based in Australasia, we have over twenty 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 legal professionals throughout their careers. How are we going to do this, by offering flexible and personalised legal education through a team of dedicated supervisor practitioners.

Our development

The College has a current three-year Strategic Plan, supported by an operational business plan. There is a phased roll-out for three Masters Programmes over three years.

The backbone of the Programme and Student Services Operations and the teaching faculty for our SQE1 & 2 prep courses are in place. We have already had over 130 students enrol with us in our first year. Our first masters programme is now being delivered and we are rolling out our programmes for qualified solicitors in 2023.

We have big goals and aspirations, aiming for over 1000 enrolments in 2023-24. To do this effectively we have recognised that we need to significantly grow our marketing capability and capacity, and as such we are recruiting to two new roles in the team.

Finance

The College's financial position is strong and there is a multi-year investment to the College from The College of Law built into a seven-year financial model for 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 we are actively looking to improve our diversity across our team.

Ensuring that the College's internal team is fully representative of the student community that we teach is a priority for us. We are committed to providing an environment where employees, students and others are treated fairly and with dignity and respect.

Curriculum Provision

The College's portfolio of [programmes](#) offers a continuum of practical legal training for aspiring solicitors through to legal management professionals. The key attributes of the College's programmes are flexible, virtual 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. Where it is necessary to meet for face-to-face for training, workshops or one-off meetings then that is fully supported.

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	Scheduling Manager
Department	Programme Operations
Location	UK based (homeworking)
Salary	£40,000pa plus 8% pension
Hours	1 FTE (35 hours per week)
Reports to	Programme Operations Manager
Supervision responsibilities	Line managing the College's Administrator

Purpose

The Scheduling Manager is responsible for the day-to-day scheduling of the College's courses, all of which are delivered entirely online, through the learning management system: Canvas.

The role sits within the wider Programme Operations Team, and reports to the Programme Operations Manager.

The postholder will be responsible for ensuring accurate and timely scheduling of all courses within the College's portfolio, as well as development of the processes and systems for scheduling of courses across the College.

Key Accountabilities

- Ensuring that courses are scheduled in a timely way:
 - Working with Module Leaders (MLs) and our Teaching and Development team (TLD – based in Australia), to ensure the effective set up of our Canvas courses
 - Ensuring that all courses are ready to go live for students 1 week before their start date
- Ensuring that late enrolling and withdrawing students are added / removed accurately and in a timely way to schedules so they can attend their sessions
- Manage the Administrator who supports with day-to-day scheduling
- Maintaining effective relationships with module leaders, and hourly paid, external teaching staff ("adjunct supervisors" and "success supervisors"):
- Utilising existing processes and proposing improvements to current processes to ensure that all supervisors are aware of and able to complete their teaching for students in a timely manner
- Assisting the Programme Operations Manager, Registrar and Student Services Manager in providing information as required for the Senior Executive team and external organisations including collating information, creating reports and managing databases
- Recording of notes for student files
- Building positive and sustainable relationships with colleagues, stakeholders and customers
- Contributing to the ongoing development and improvement of wider College processes and systems
- Attending and actively participate in all team meetings, information and training sessions
- Adhering to the College's policies and procedures
- Undertaking other reasonable tasks as directed by the Programme Operations Manager

SELECTION CRITERIA

Requirements	Essential
Skills and Experience	<ul style="list-style-type: none"> • Excellent digital literacy, including use of Microsoft Windows environments and Customer Relationship Management systems (the College will be using Salesforce and HubSpot as its CRM systems). • Experience of liaising with varied stakeholders • Experience working directly in a fast-paced environment and maintaining a varied workload • Attention to detail in record keeping and an awareness of GDPR requirements in dealing with data
Attitudes and Behaviours	<ul style="list-style-type: none"> • Confident to work virtually and on their own initiative • Excellent time management skills including the ability to deliver requirements to tight deadlines • Strong team player and collaborator, across all levels of stakeholder groups • Ability to adjust readily to pressured and changes in the work environment and learn quickly under pressure. • Commitment to ongoing improvement and learning about best practice • Highly organised with strong attention to detail • Articulate and methodical with an ability to problem solve and use own Initiative
Other requirements	<ul style="list-style-type: none"> • Able to work remotely from home, with strong Wi-Fi connection. • Quarterly travel in England to team meetings and external events (reasonable expenses reimbursed)
Requirements	Desirable
	<ul style="list-style-type: none"> • Experience using Canvas/ Salesforce • Knowledge of the legal market

TERMS AND CONDITIONS

Salary: £40,000 per annum

Working Hours: Full time - 35 hours per week

Holiday Entitlement: 28 days pro rata plus statutory holidays

Pension Arrangements: 8% pension contribution and salary sacrifice scheme

Probation Period: 6 months

Notice Period: 3 months after probation

HOW TO APPLY

For an informal discussion about this role please contact Sarah Nicholson, Programme Operations Manager via email humanresources@collegalpractice.com

If you wish to apply for this position, then please:

- Provide an application statement of no more than 2 sides A4 and email to humanresourceteam@collegalpractice.com with the subject heading of "Scheduling Manager"
- You should also complete the equal opportunities form and attach a CV.
- In your statement please provide
 - Evidence that you meet the selection criteria.
 - Your motivation for applying.
 - Your understanding of the key priorities of the role.
 - Brief examples of relevant experience and achievements.

We will send an acknowledgement of receipt via email to all applicants within 2 working days.

- Should we invite you to interview, we will ask for names, addresses and contact details for two referees, one of whom should be your current or most recent employer. We expect to take up references for candidates who have been shortlisted unless you tell us otherwise.

Recruitment Timetable:

Closing date	29 May 2026
Interview dates	WC 22 June 2026

ABOUT US

The College of Legal Practice is a postgraduate legal education provider registered in England and Wales. The College can deliver formally accredited higher education courses, due to its inclusion on the Register of English higher education providers regulated by the Office for Students.

Contact Us

If you would like to find out more about our programmes, or for an informal discussion regarding which programme may work best for you, please get in touch:

Email info@collegalpractice.com **or call** 020 3884 4112

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