



Pathways to Law National Conference Team Leader Job Description

Introduction

The Sutton Trust is the UK's leading foundation dedicated to improving social mobility. Founded by Sir Peter Lampl in 1997, we deliver programmes to 5,000 young people each year across the country, rigorous research into low social mobility and educational disadvantage, and policy advocacy to affect systemic change. We give opportunities to young people from low and moderate-income backgrounds to improve their chances of accessing top universities and professions. It seeks to ensure young people reach their potential, regardless of their background, school or where they live.

The Sutton Trust will be managing the 2022 Pathways to Law National Conference. Hosted by the University of Warwick, the conference will bring together around 250 Pathways to Law students from the twelve participating institutions for a four-day residential event which will include a variety of activities focused on the sector, including the opportunity to:

- Gain a valuable insight into various areas of the legal sector
- Develop essential life skills such as confidence, communication and teamwork, through activities such as debating, networking and presenting
- Spend a day interacting with professionals some of the UK's top law firm during insight sessions, panels, and networking
- Take part in evening social activities
- Experience life at a campus university and interact with current undergraduates.

Dates

The National Conference will take place on **Monday 22nd – Thursday 25th August 2022** but you will be expected to arrive by midday on **Sunday 21st August** for pre-conference training and orientation.

Location

The University of Warwick, Gibbet Hill Rd, Coventry CV4 7AL.

Staffing

The Sutton Trust will be assisted by around 20 University Co-ordinators and a team of over 40 student staff. Ten of the Team Leaders will be recruited from the University of Warwick, and 22 from the other partner universities.

There will be ten teams of around 25 Pathways students, and each team will be staffed by at least two Team Leaders and a University Coordinator during the day.

During the evening, the Team Leaders and University Coordinators will supervise students in the social activities.

There will be a team of 12 Night Duty staff who will supervise the student accommodation in the evenings and overnight.



Working Hours

Your working hours will be between approximately the following hours:

Sunday 21 st August	12.00 – 18.30 (training and orientation)
Monday 22 nd August	08.00 – 23.00
Tuesday 23 rd August	08.00 – 23.00
Wednesday 24 rd August	08.00 – 23.30
Thursday 25 th August	08.00 – 15.00 (approx. end time – this will depend on your university's departure/arrival time)

Pay

The salary for this role is **£555**. This position is paid at [London Living Wage](#) (currently £11.05/hour) per hour worked. Please note there will be breaks during the hours above which will not be salaried.

You will receive a lump sum payment for this position which will be agreed and paid through your university payroll office. The payment will be made directly into your bank account and your university will determine when you receive payment.

Accommodation and food

Your accommodation will be in halls of residence on Warwick's campus and your room will be available for you throughout the conference. All meals will be provided for you, from lunch on Sunday 21st August through to lunch on Thursday 25th August.

Duties

1. Take charge of an assigned team of Pathways students for the duration of the National Conference, except overnight.
2. Facilitate skills sessions including ice breakers, team-building and reflective activities relating to the students' experience of the conference and what they've learnt each day.
3. Encourage the Pathways students to actively participate in the sessions and create a suitable classroom working environment with your co-Team Leaders and University Coordinators.
4. Engage with the Pathways students and talk through your experiences of applying to university, student life, your career aspirations and encourage the students to achieve their full potential.
5. Be a positive role model and lead by example.
6. Adhere to the Staff Code of Conduct (please see accompanying document) at all times and help to ensure your fellow Team Leaders do likewise.
7. Ensure students always adhere to the Student Code of Conduct.
8. Maintain classroom discipline when the students are in a team session, or in the lecture theatre.
9. Monitor behaviour during refreshment breaks including the self-service breakfasts and lunches.



10. Report any major incidents which occur to a member of the Sutton Trust team immediately and report all incidents which occur to the Sutton Trust team at the appropriate opportunity. This includes any incidents involving other Team Leaders as well as the Pathways students.
11. Assist the Conference Management team, Warwick Conferences staff and the University Coordinators with general duties and tasks.

Although Team Leaders will be recruited through their respective universities, the Sutton Trust will be managing the Conference and are ultimately responsible for all staff and students.

Person Specification

Ideally you should satisfy most, if not all, of the following criteria:

Essential

- Current undergraduate student, preferably studying law or a related degree
- Experience of working with young people
- Awareness and understanding of the rationale behind the Pathways to Law programme
- Hardworking, personable and reliable
- Ability to guide and motivate a group of young people through a variety of activities
- Ability to work well in a team and communicate effectively.

Desirable

- Experience with Pathways to Law students as a mentor or ambassador
- Experience facilitating groups and leading interactive activities such as team-building activities, ice-breakers and reflections
- Experience of working in a residential environment.

Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

PLEASE NOTE: Appointment to this position is subject to an interview with the University Coordinator and a current 'clear' enhanced Disclosure and Barring Service check.

How to apply

Please submit your CV and a completed application form to your university coordinator