

Inner Temple Mooting Society Committee 2025/2026

Applications: To apply, please submit your CV and one page cover letter via email to mooting@innertemplesocieties.org by the deadline of Friday 12 September 2025. The subject title should include your full name and the role you are applying for (applicants can apply for multiple roles). Below is more information about the roles and responsibilities.

President

- The President is responsible for the oversight and leadership of the Society.
- This involves chairing regular meetings with the Head of Internal, the Head of External, and the Secretary to ensure that the Society runs its events and fulfils its remit smoothly.
- The President may also offer support to members of the Committee more broadly to assist them in their roles to ensure they fulfil their roles effectively.
- The President must also liaise with and update key figures within the Inn, such as the Master of Mooting and the Barrister Liaison.
- The President will also attend SESC meetings.

Administration Sub-Committee

Vice President - Head of Administration

- The Head of Administration is responsible for overseeing the Administrative Sub-Committee, ensuring that social media posts, handover documents, constitutional affairs, and emails are organised and timely.
- The Head of Administration is responsible for liaising with the Inn to ensure an up-to-date Constitution is in place for the Society.
- The Head of Administration is also responsible for managing the transition to the new Committee and writing and updating the Society's handover documentation.

Social Media Officer

- The Social Media Officer is responsible for maintaining the Society's social media presence.
- The Social Media Officer should focus on increasing the Society's social media presence further by developing a stronger branding package and increasing our student engagement.

Secretary

- The Secretary is responsible for scheduling and minuting the Society's Committee meetings.
- This role includes ensuring that the Society's main inboxes are monitored and all queries it receives replied to appropriately.
- The Secretary is also responsible for communicating with the membership using the Society's mailing list.

Treasurer

- The Treasurer of the Society is responsible for ensuring that all transactions (incoming/outgoing), whether made directly through the Inn or through the Inn's online

expense platform, are clearly recorded and maintained in a single spreadsheet. A copy of this document should be stored on the Society's Google Workspace to ensure transparency.

- The Treasurer is also responsible for ensuring that any relevant information about finance is updated in the Society's Handover documentation if necessary.

Librarian

- The Librarian is responsible for building and maintaining the library of moot problems.
- This involves liaising with practitioners to aid in the writing of the problems, as well as ensuring that all problems in the library remain up to date with developments in the law.

Internal Mooting Sub-Committee

Vice President - Head of Internal Mooting ('Head of Internal')

- The Head of Internal is responsible for ensuring all Internal Mooting events and competitions run smoothly. This involves running regular meetings and keeping abreast of different deadlines for various competitions.
- They Chair and oversee the Internal Sub-Committee.
- The Head of Internal's main focus is the Society's flagship events: the Lawson Moot which runs throughout the year, and the Inter-Varsity Moot which should usually take place in January.
- The Head of Internal should also support the Internal Mooting Officers in running the Pepperdine Moot, Notre Dame Moot, Ecclesiastical Law Moot, Commercial Law Moot, Northern Moot and any other internal moot.

Internal Mooting Officer(s)

- The Internal Mooting Officer(s) should act as a support to the Head of Internal Mooting.
- Each Internal Mooting Officer should be primarily responsible for separate, smaller competitions, with the guidance of the Head of Internal, as well as helping with the larger workload of the flagship competitions.

Internal Training Officer

- The Internal Training Officer should arrange the core training events related to the Lawson and the Intervarsity Moot, aimed at providing guidance to novice competitors on how to draft skeleton arguments and deliver oral submissions.
- The Internal Training Officer may wish to consider the idea of debriefing, training sessions and workshops with for other competitions additionally. This may involve approaching guest speakers and may involve preparing resources for training.

External Mooting Sub-Committee

Vice President - Head of External Mooting ('The Head of External')

- The Head of External is responsible for ensuring that the most viable external mooting opportunities (non-Inner Temple events) are accessible to student members.

- They chair and oversee the External Sub-Committee.
- This involves keeping up to date with other institutions' competitions and relevant dates of registration.
- The role also involves advertising for and sorting through applications from members to attend external moots and matching teams to coaches to aid their development.

External Mooting Officer(s)

- The External Mooting Officer(s) will act as a support to the Head of External Mooting in registrations and team selection, as well as in taking point on liaising with students, ensuring they connect with teammates and coaches and meet individual deadlines.
- They should also track and record team performance, so that this can be reported to the Inn and celebrated appropriately.

External Training Officer

- The External Training Officer should ensure that the Society's external mooters are put in contact with professional coaches who are willing to support the mooters both in preparation of their written submissions and delivery of their oral arguments.