



THE FACULTY OFFICE

Member of the Qualification's Board

The Faculty office is currently seeking to appoint [two] new lay members to serve on its Qualification Board.

Background

The admission and regulation of Notaries Public in England & Wales is one of the functions of the Faculty Office. The [Master of the Faculties](#) (the judge who presides over the Faculty Office) is the approved regulator of the profession. This jurisdiction regarding the Notarial Profession was confirmed and enhanced by the Courts and Legal Services Act of 1990 and the Legal Services Act 2007. Both confirmed the Master's statutory powers to make Rules for the regulation of the profession.

Role of the Qualification Board

The Qualifications Board is established to provide advice to the Master as outlined in the Notaries (Qualification) Rules 2017 . It is established to:

- Advise the Master whether a degree or other qualification should be approved by the Master for those qualifying to be a notary
- Advise the Master on the standard qualifications of any person applying for admission as a notary under the rules
- Advise the Master on the qualifications and experience of persons applying for recognition that they are eligible for admission as a notary under the rules
- Advise any other body concerned with the administration or regulation of the notarial profession in England and Wales or any part of it on matters relating to qualifications and experience.

Responsibilities

- Provide open, objective and unbiased input into Qualification Board decisions
- Contribute constructively to all deliberations
- Have the time and commitment to attend meetings of the Qualification Board

Term of office

Members will serve a term of three years, which may be extended to a second term.

Competencies

Candidates will be able to demonstrate:

- A track record of communicating and operating at a senior level
- Insight and commitment to equality, diversity and inclusion
- Ability to provide substance and support to the chair of the Qualifications Board
- Good listening skills
- An understanding of Higher Education and the wider legal educational sector in particular and a willingness to learn concepts relevant to the notarial profession

Expenses/Renumeration

The Faculty Office will meet reasonable expenses incurred by a member attending meetings in line with its policy though it is anticipated that some Qualification Board meetings will take place remotely.

Equal Opportunities and Diversity

The Faculty Office welcomes applications from all sections of the community and from people with a variety of different backgrounds and experience.

Confidentiality

Members of the Qualifications Board will from time to time be provided with documents at various stages of development prior to publication. Members will always be asked to keep such drafts confidential, and not disclose any confidential information to an outside person or organisation. Members will receive confidential material about notarial candidates. This material must be kept securely and destroyed promptly after the meeting as appropriate.

To apply for this role, please submit your CV and covering letter to the Registrar at Faculty.Office@1thesanctuary.com. Please make sure that your CV and covering letter clearly demonstrate how you meet the requirements of the role. Our **deadline** for applications is 8th June 2022

Interviews are most likely to take place remotely via an online communication platform. Our team will discuss arrangements in due course if you are to be shortlisted.