

## **Bench Events Co-ordinator**

### **The Honourable Society of the Middle Temple - City of London**

#### **Salary range £20k to £23k plus excellent benefits**

In this role, you will be required to liaise with all Senior Members of the The Honourable Society of the Middle Temple (Master of the Bench or Benchers), ascertaining their event requirements and ensuring that they are met, dealing with the administration associated with Benchers' involvement in such events, assisting with the arrangement of special events from time to time, and related tasks.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

You will work closely with the Events and Membership departments to offer valuable organisational support for the Inns' Benchers. Key components of this varied role will be planning and coordinating Bench Calls and dining events, supporting the Events team in the planning, development and delivery of key annual events and initiatives; and liaising with other departments.

Substantial experience of high quality administration and organisation is required with previous experience in an events planning organisation essential. You will be intellectually able with the ability to communicate clearly and fluently. You will be a natural collaborator with well-developed interpersonal skills who is comfortable in the company of very senior professionals, and an IT-literate multi-tasker capable of working independently to prioritise requirements and juggle an ever-changing workload.

Excellent benefits include a pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Lisa O'Daly at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Friday, 07 March 2014**.

Please note that applicants who do not submit covering letters will not be selected. Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.



# Middle Temple

## **JOB DESCRIPTION**

<b>Job Title:</b>	Bench Events Coordinator
<b>Department:</b>	Events
<b>Reports to:</b>	Director of Membership and Development
<b>Tenure:</b>	Fixed term 1 year contract initially
<b>Line manages:</b>	There is currently no line management responsibility for staff
<b>Location:</b>	Middle Temple Hall – London – EC4Y 9BT
<b>Job Purpose:</b>	To liaise with all Masters of the Bench (VIP's), ascertaining their event requirements and ensuring that they are met, dealing with the administration associated with Benchers' involvement in such events, assisting with the arrangement of special events from time to time, and related tasks.

## **About Middle Temple**

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the Bar, which entitles them, after a period of vocational training (pupillage), to practice as Barristers. The Inn practising members consist mainly of barristers and judges and includes about 500 students of various nationalities studying for the Bar.

The Inn holds numerous events and functions thorough the year as part of the Annual Programme and is also available for private hire. The Inn runs a busy schedule with over 60 member events each year.

This role services the most senior members of the Inn (Masters of the Bench or 'Benchers') with all of their event requirements. Masters of the Bench are part of the Inn's governing body and many will also sit on one or more of the Inn's committees.

### **Duties and responsibilities:**

- i) First point of contact for incoming enquiries for Benchers ensuring all enquiries are dealt with professionally and logged into the appropriate database or passed to the correct person quickly and efficiently
- ii) Provide assistance to Benchers in any other queries and deal with event bookings and other requests
- iii) Maintain attendance lists for Benchers' at Term/Dining Events and preparing guest information, place cards and seating plans for each event as required
- iv) Arranging and assisting with the administration for various events as required e.g. Grand Day, New Silks' events, Amity Receptions/Dinners, Garden Party, Guest Lectures, Seminars and other special events
- v) Produce seating plans for events ensuring that guests are seated in accordance with their hierarchy but also with their personal preferences in mind
- vi) Provide high levels of customer service for events, ensuring that Benchers needs and requests are responded to promptly with the highest levels of professionalism
- vii) Find solutions to customer needs and problems as they arise
- viii) Update the Inn's website as requested with information about events and news
- ix) Liaise with other departments that are responsible for delivering an aspect of the event to ensure the overall experience is exceptional
- x) To provide administrative support for events ensuring that all deposits and other supplier paperwork is received (as appropriate)
- xi) Ensure that Benchers are billed for their attendance at events and liaise with the Finance Department to ensure that this function is carried out efficiently
- xii) To carry out any other reasonable duties in line with the post as may be required from time to time, and as requested by the Inn's management

**PERSONAL SPECIFICATION**

Skills and Experience	Essential	Desirable
<p><b>Experience</b></p> <p><b>Experience</b></p>	<p>Strong administration experience required, ideally within an Events team/environment</p> <p>Proven experience of dealing with very important customers (VIP's) who require impeccable customer service at all times and can be exceptionally demanding</p> <p>Experienced in managing and working with a wide range of event suppliers with the ability to oversee, devise and manage operational procedures to the highest standards</p>	<p>Experience in a similar role, preferably within a unique venue</p> <p>Experience with dealing with members of the legal profession or judiciary</p>
<p><b>Skills</b></p>	<p>Excellent interpersonal skills at all levels and evidence of ability to influence decision-making and builds excellent rapport with customers and colleagues</p> <p>Ability to communicate effectively and appropriately with people at all levels (including very senior barristers, judges, distinguished individuals from various backgrounds), and to remain at ease in a high profile environment</p> <p>Excellent prioritisation and time management skills with ability to work under pressure and to tight deadlines</p>	
<p><b>Qualifications</b></p>	<p>Educated to A level or above</p>	

*Please note that the list of duties here is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.*

**I have read and agreed this job description**

**Signature .....**

**Date .....**

**Line Manager.....**