

Administrative Officer

The Honourable Society of the Middle Temple - City of London

Salary range £28-33k plus excellent benefits

This role combines committee administration and project work to fully support the Inn's governance functions. It would be ideal for someone who already has about three years' experience in a public sector organisation and who wishes to develop a career in administration.

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 Chief Executive and Directors to offer valuable administrative support for Inn's most senior committees, policies and initiatives.

Key components of this varied role will be the drafting of papers, agendas and meeting notes; taking follow-up actions; supporting the Chief Executive in the planning, development and delivery of events and initiatives; and liaising with the other Inns of Court and Bar-related groups. This role will also provide day to day assistance with queries from our most senior members (Masters of the Bench) on committee/membership matters.

A university degree or equivalent is essential, as is proven experience in an administrative role, ideally in a university, charity or government department. With a background of servicing committees, writing papers and taking minutes, you will be intellectually able with excellent writing skills and the ability to analyse complex information as well as to communicate ideas clearly and fluently. You will be a natural collaborator with well-developed interpersonal skills who is comfortable in the company of very senior professionals. You will also be an IT-literate multi-tasker capable of working independently to prioritise requirements and juggle an ever-changing workload as well as line management of one other team member.

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 recruitment@middletemple.org.uk.

The closing date for receipt of application letters is Sunday 7 June 2015.



JOB DESCRIPTION

Job Title:	Administrative Officer
Reporting to:	Chief Executive (Under Treasurer)
Direct report:	Administrative Assistant
Location:	The Honourable Society of the Middle Temple
Hours:	Full time office hours, 40 per week with some flexibility required

Key Objectives

To assist the Chief Executive by providing administrative support for all the Inn's governance functions, including Committees, and supporting the Inn's members, especially the Treasurer, the Deputy Treasurer and the Inn's most senior members (Masters of the Bench).

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 degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training) to practise as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire. Middle Temple is also jointly responsible with Inner Temple for the Temple Church.

Areas of Responsibility

1. Governance and Committees

- (a) Ensuring all aspects of the Inn's governance run smoothly, including advising Masters of the Bench, members and members of staff on correct policies and procedures according to the Inn's rules (Statutes and By-laws).
- (b) Supporting all the Inn's Committees, particularly the Standing Committees, with issues relating to membership or Committee timetabling.
- (c) Providing secretarial support (including attending) for Parliament, the Executive Committee, the Bench Selection Advisory Committee (BSAC) and the Risk Committee, including drafting and circulating agendas, papers and minutes; and taking follow-up actions.
- (d) Providing secretarial and administrative support to Parliament, the meeting of the Inn's Masters of the Bench, including the election for new Masters of the Bench.
- (e) As and when required, organising the practical and logistical arrangements for designated Parliament, Committee, working group meetings and other relevant meetings.
- (f) Providing any further secretarial support as required, for example for working groups established on a short-term basis and for the Treasurer and Deputy Treasurer.

2. Bench Administration

Working closely with the Director of Membership & Development as follows:

- (a) Providing support to BSAC in the proposal, nomination, election and Call of new Masters of the Bench, including:
 - advising proposers and candidates
 - administering the BSAC database
 - liaising with successful candidates after election to arrange their Call ceremony.
- (b) Advisory and other support services for Masters of the Bench, including information provision and website content.
- (c) Overseeing administration of Bench records, ensuring their accuracy; overseeing the Bench profile section of the website.

3. The Temple Women's Forum and the Employed Bar Forum

Supporting the Forum's convenors and Steering Group with the planning and development of the Temple Women's Forum; planning and ensuring the smooth running of between 3 and 5 events per year; and coordinating Forum activities between Middle and Inner Temple, as well as the other Inns and Bar-related groups. Providing similar assistance and support for the proposed Employed Bar Forum, when this is established.

4. Member Services

- (a) Organising the production of the Inn's annual magazine, *The Middle Templar*, including ensuring the project is on track, liaising with contributors, advertisers and/or designers when required and proof-reading.
- (b) Helping ensure information, particularly from the senior management and Masters of the Bench, is disseminated to members in a regular and appropriate way, including partial responsibility for website and social media content.

5. Line management

The Administrative Officer will be responsible for line managing the Administrative Assistant, including delegating where appropriate, ensuring a reasonable workload, reviewing the quality of his/her work and reviewing performance in accordance with the Inn's policies and practices.

6. Supporting colleagues

Maintaining close working relationships with other members of the Chief Executive's immediate management team and the Treasury Offices in general, and providing cover for team colleagues as necessary.

7. Other

Undertaking any other duties that may be required by the Chief Executive from time to time, including, for example, working on new projects and initiatives.

8. Key working relationships

The Administrative Officer will have close working relationships with the Directors of Membership & Development, Education & Training, Finance & Resources and Estates, and also with the Personal Assistant to the Chief Executive.

Person specification: Administrative Officer, Middle Temple

	Essential	Desirable
Qualifications	University level degree or equivalent.	
Background/experience	<p>At least three years' experience of working in an administrative support function, ideally in the public sector (e.g. in an academic, charitable or government department context).</p> <p>With comparable relevant experience in another role, candidates with less than three years' experience in an administrative support function may be considered.</p> <p>Proven experience of assisting with committees (including drafting agendas, papers and minutes, and taking minutes in meetings).</p> <p>Proven experience of providing support for and working effectively with colleagues at the senior level.</p> <p>IT literate with experience of using databases, Microsoft Office (Word, Outlook, Excel) and other computerised systems.</p>	Previous experience of formally acting in the capacity of committee secretary.
Skills	<p>Skilled in communicating, and, in particular, able to write clearly, fluently, concisely and accurately.</p> <p>Analytical and intellectually able, in keeping with the demands of the work.</p> <p>An effective collaborator with excellent interpersonal skills, able to work effectively across different areas of an organisation.</p> <p>A multi-tasker, able to work independently to prioritise requirements and juggle an ever-changing workload without</p>	

	<p>supervision.</p> <p>Ability to delegate effectively where appropriate.</p>	
Personal qualities	<p>Methodical and highly organised.</p> <p>Motivated, able to work independently and use own initiative.</p> <p>Calm under pressure, flexible and adaptable.</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues.</p> <p>Possessing good judgment, discretion and tact.</p> <p>Comfortable dealing with very senior and distinguished individuals, and able to represent the organisation professionally both internally and externally.</p>	