



THE COUNCIL OF THE INNS OF COURT

PERSONAL ASSISTANT TO THE DIRECTOR OF THE COUNCIL OF THE INNS OF COURT

JOB DESCRIPTION AND PERSON SPECIFICATION

The Council of the Inns of Court

The Council of the Inns of Court (COIC) is a long standing committee of the Inns of Court. On 1 July 2014 it was incorporated as a charity with the objects of promoting the sound administration of the law and advancing education in the administration and practice of the law including promoting high standards of advocacy. COIC advances the first object principally through the 'Bar Tribunal and Adjudication Service' (BTAS) and the second object principally through the 'Advocacy Training Council' (ATC).

The ATC provides leadership, guidance and co-ordination in relation to the pursuit of excellence in advocacy. It enjoys a growing international reputation for its activities both at home and abroad in supporting the advocacy training of the Inns and Circuits and providing training overseas. The ATC has played a leading role in the development of 'The Advocate's Gateway' (TAG) which provides ground breaking guidance on the treatment of vulnerable witnesses in court.

COIC is expanding on the success of the ATC and strengthening its work by establishing the Inns of Court Advocacy College (ICAC). The ambition is to create a global centre of excellence in the study and practice of advocacy. It will provide a new and unique service for the domestic and global profession, providing online education and training resources from early study to established specialist practice.

PA to Director

Reporting to the Operations Manager, the PA is responsible for providing comprehensive support to the Director, in both their capacity as Director of COIC, and as Dean of the ICAC. In addition to managing their diary and ensuring they are able to undertake all their activities efficiently, the PA will also support the work of the COIC Trustees, including its President (currently a Lord Justice of the Court of Appeal). This latter requirement involves organising, attending and minuting COIC meetings to the very highest standards, and managing their schedule of activities and events.

Key Responsibilities:

1. To organise and manage COIC Board Meetings, committees and working groups as required. To support the Director in planning the inputs and outputs of the meetings, scheduling items for discussion on the agenda and monitoring their progress.

2. To support the work range of committees, sub-committees and ad hoc working groups, by for example, scheduling the meetings and booking venues, preparing agendas, drafting papers, taking minutes and chasing actions.
3. To accurately manage the diary and travel arrangements for the Director.
4. To provide a high quality front line service for callers to the COIC offices. To deal with all incoming correspondence promptly, effectively and with discretion.
5. To assist the Director with the production of letters, reports and electronic presentations.
6. To develop and maintain an effective electronic and physical filing systems
7. To liaise effectively and diplomatically with a wide range of internal colleagues and external people and organisations. To ensure that sensitive and confidential matters are handled in an appropriate manner.
8. To organise and coordinate formal and informal events.
9. To work closely with the Operations Director to ensure the effective running of the organisation, including HR tasks.
10. To act as Secretary to the Inns of Court and Bar Educational Trust (ICBET), supporting the work of this grant-awarding charity.
11. To take responsibility for specifically delegated ATC/ICAC projects, events and other tasks.
12. To assist other members of the COIC team with general administrative, event organisation and committee support as required.
13. Any other reasonable duties as required.

Person Specification:

1. Educated to A-level or equivalent.
2. Excellent communication skills, both oral and written, including the ability to communicate at all levels with discretion.
3. Significant experience of providing proactive and high quality senior administrative support in a busy and complex organisation.
4. Significant experience of planning and administering meetings, and taking minutes to the highest standards.
5. Experience of diary management and handling a wide variety of activities and prioritising these effectively.
6. Attention to detail, providing work which is accurate and of a high quality to tight deadlines and under pressure.
7. Strong interpersonal skills, including the ability to forge relationships with people across all levels of the organisation, and understand the needs of varied stakeholders.
8. Comfortable using initiative, and with the confidence to act decisively within agreed limits.
9. Familiarity with office based practices and procedures, including the maintenance of electronic and physical filing systems, and the Microsoft Office Suite .
10. Commitment to continual self-development, especially the willingness to learn additional IT skills as and when required.
11. Flexible and willing to attend early morning and evening meetings as and when these are necessary.

12. Commitment to working as a member of a team, learning from others and sharing expertise, in a small but growing organisation.

Remuneration and Benefits

- Salary £27,000 - £30,000 per annum (depending on skills and experience).
- 25 days paid holiday plus bank holidays.
- 15% Defined Pension Contribution by the employer.
- Death in Service Benefit.
- Private Health Insurance.

To Apply:

Please send a letter with your CV explaining how you meet the criteria of the person specification, and what you would bring to the role, to info@tbtas.org.uk.

The closing date for applications is by noon on 27 January 2016

Interviews will be held on Thursday 4th February 2016.

COIC values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent and free from unlawful discrimination. To ensure we are treating candidates fairly, we monitor all stages of the appointment process. We therefore ask that you complete an Equality & Diversity monitoring form and submit this with your application.