



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

VOLUNTEERING GUIDE

2023



Contents

Advocacy Training:.....	4
<i>Advocacy Training (post-Call courses)</i>	4
<i>Court Visits (Pupils' Course)</i>	4
<i>Lectures (Pupils' Course)</i>	4
Attending Amity Visits Abroad.....	4
Attending Qualifying Sessions and Inn Events.....	5
Chambers Representatives.....	5
Committee Members	5
Development & Fundraising.....	5
Employed Bar Steering Group	6
Mentoring Scheme	6
The Middle Temple LGBTQ+ Forum.....	6
Lunching in Hall.....	6
Marshalling	6
Middle Templar Magazine	7
Middle Temple Circuit Societies	7
Mock pupillage interviews.....	7
Moots - judging and/or setting problems	7
Open Weekends.....	7
Outreach initiatives.....	8
Qualifying Sessions	9
Revels	9
Scholarship Interviewer	9
Sponsor (mentor to a student member)	9
Survive and Thrive.....	9
Talent Retention Scheme	10
Inns of Court Alliance for Women	10

Advocacy Training:

Advocacy Training (post-Call courses)

The Inn provides in the region of 1300+ hours of advocacy training every year. To deliver this, we need a big pool of volunteers. The bigger the pool, the easier the commitment on the individual.

- To get involved, practitioners will need to undertake a two-part Training the Trainers course in order to familiarise themselves with the teaching method which has been adopted by all Inns and Circuits. The TT courses are held at the Inn on Saturdays (9 am to appx. 4 pm).
- After successful completion, trainers will start by team-teaching on pupils' courses, eventually teaching groups of 5-6 pupils by themselves. With experience, trainers will include the New Practitioners Programme (for practitioners in the first three years of independent practice) in their repertoire. The commitment takes into account practitioners' availability, but we are looking for trainers to be able to deliver at least 3-4 two-hour workshops per legal year.
- As a broad guideline, we are looking for 7-10 years' experience, but there is flexibility if a practitioner shows particular aptitude.

Court Visits (Pupils' Course)

The court visits (1 day) are a very successful element of the Pupils' Course. The format can be adapted to the judge's workload on any particular day, but this is the basic template:

- The judge will see the group of visiting pupils (4-5) before sitting to give them a very brief introduction to the case, some idea of what to expect that day, and perhaps some pointers on what to look out for specifically if appropriate.
- The pupils will observe the proceedings, sitting in the visitors' rows or the well of the court, as appropriate.
- Either after the Court has risen or at suitable breaks in proceedings, the judge will hear applications from the pupils (bail application if Crown Court, application for injunction or similar if County Court).
- There are 10 days of Court visits per legal year. If judges can offer 2-4 days per legal year that would cover the need.

Lectures (Pupils' Course)

The course involves a number of lectures/ interactive plenaries. Topics covered include:

- Advocacy in the Family Court
- Case Analysis
- Civil Applications and Negotiation
- Closing Speeches
- Narrative Advocacy and Prep Skills in Court
- Pleas in Mitigation
- Vulnerable Witnesses
- Witness Handling

If you can help or want to find out more, please contact the Training Programme Manager, **Rosalie Bower**, on advocacytraining@middletemple.org.uk.

Attending Amity Visits Abroad

Every year the Inn organised an Amity Visit Abroad for Hall members, Benchers, and their partners/spouses to attend. The programme follows a similar theme each year, with receptions, dinners, CPD accredited conference days, lectures, advocacy training and demonstrations, moots and tours. Past locations have included Malaysia, Hong Kong, Singapore, Washington DC, Canada, Mauritius and Canada.

If you are interested in joining one of our Amity Trips Abroad please contact the Head of Membership, **Oliver Muncey**, at o.muncey@middletemple.org.uk.

Attending Qualifying Sessions and Inn Events

One of the most meaningful things you can do as a Bencher or member is to attend Qualifying Sessions and spend time speaking to students. Many of the Qualifying Sessions for students have explicit educational content, for example moots, debates, Reader's Feast and the guest lectures. Other QS events emphasise the collegiate aspect of students' induction into the profession, where your role as a Bencher comes in. The most important Qualifying Sessions to attend when speaking to students are All Inn Dining events, Call Days and the Annual Dinner.

All Inn events can be found listed on the Inn's website:

<https://www.middletemple.org.uk/events>. Alternatively, Benchers can book onto events with the Membership Department, at benchers@middletemple.org.uk

Chambers Representatives

The Chambers' representative (Chambers' Rep) is a member of the Inn who has an interest in Inn activities. The role of the rep is to promote the interests of the Inn by acting as a conduit between the Inn and the members of the Inn whom they represent in their chambers. The rep is asked to keep him or herself fully updated on relevant Inn events, to receive information and requests for participation in Inn activities from the Inn and to promote those activities to fellow Middle Templars. It is also his or her role to provide feedback, suggestions and requests of their own or from members to the Inn as and when the need arises.

If you would like to volunteer as a Chambers' Rep in your chambers please contact the Membership Officer, **Cath Bygrave**, at c.bygrave@middletemple.org.uk.

Committee Members

The Inn's sovereign body is Parliament – the governing body of Benchers of the Inn - but Parliament is supported by Standing Committees, all of which will be clearly focused on the Inn's core purposes, and constituted such that we are able to set our priorities and future direction to achieve them. The main Standing Committee is the Executive Committee. Reporting to Parliament through the Executive Committee there are five Standing Committees, to which Benchers (and members of Hall in the case of the Diversity & Inclusion Committee) can put themselves forward to join when vacancies arise:

Education & Training Committee

Membership Committee

Estates Committee

Finance & Resources Committee

Diversity & Inclusion Committee

There are also a number of other committees which Benchers can put themselves forward to join when vacancies arise: The Bench Selection Advisory Committee (BSAC), the Risk Committee, the Church Committee and a number of Sub-Committees.

If you would like to express an interest in joining a Committee, or have any questions relating to the Inn's committees or Governance structure, please contact the Governance Manager, **Lauren McHardy**, at lmchardy@middletemple.org.uk.

Development & Fundraising

The Development Department raises funds for scholarships, the Inn's Hardship Fund and to maintain and conserve the Inn's heritage. We welcome volunteers from all walks of life, whether you have an interest in the Law, supporting students, or volunteering in our garden we have many opportunities for you to get involved.

If you would like to volunteer with your colleagues or to fundraise to help a student gain a scholarship, we would like to hear from you. Please contact development@middletemple.org.uk for more information.

Employed Bar Society

Middle Temple's Employed Bar Society is charged with ensuring that the Inn's membership offering is relevant to and caters for the employed Bar.

Between September and December 2020, the Employed Bar Society hosted its inaugural three-part webinar series for the Inn's employed barrister members, catering for varying stages of practice. Since then, its initiatives have included many popular webinars, garden parties, and drinks receptions.

If you would like to volunteer to sit on the Temple Employed Bar Society please contact the Membership Administrator, **Gabriel Dorey**, at g.dorey@middletemple.org.uk

The Middle Temple LGBTQ+ Forum

The Forum was established in November 2019 with the aim of ensuring visibility and inclusion in the life of the Inn for everybody under the LGBTQ+ umbrella. As well as an active working group, the Forum provides opportunities for Members and Benchers to engage in events, debates and initiatives both within the Inn and beyond Middle Temple. The Forum's flagship event remains the annual panel discussion, in which several Members and Benchers discuss their experiences of being LGBTQ+ at the Bar. Volunteers are always welcome, especially to speak at one of our events.

For more information on how to get involved, please contact lbta@middletemple.org.uk.

Lunching in Hall

Benchers are strongly encouraged to lunch at the Inn during the week at High Table in Hall. A Bencher may also invite a guest to lunch at the High Table. Only the following may be asked to lunch: 1) Benchers of other Inns; 2) lawyers practising in other jurisdictions; 3) those sitting in the RCJ as judges of the High Court; 4) those sitting with Benchers of the Inn as co-arbiters or the like. Benchers are expected to pay by cash, cheque or credit card for their lunch on the day as lunch costs cannot be charged to the Bench Bill.

New Benchers are given a total of 10 lunch vouchers entitling them to 10 free lunches in Hall. These free lunches must be taken within 365 days of their Bench Call and Benchers must dine at the High Table.

Members are also encouraged to lunch at the Inn. Students and members of the Inn who are not sitting at High Table in Hall are welcome to bring guests to lunch at the Inn without the need to book places in advance. For groups of seven or more please contact the Events department through events@middletemple.org.uk

Marshalling

Marshalling placements are arranged by the Inn for students who are studying or have completed the Bar Course. Placements tend to be 3-5 days but this is up to the individual judge who can also specify how many marshals they will take per year.

For more information on how to get involved, please contact the Education Services Coordinator (Qualifying Sessions), **Alex Baguley**, on a.baguley@middletemple.org.uk.

Mentoring Scheme

Each of us at some stage of our careers has felt the need to speak to someone more experienced on a confidential basis about a work related issue who can offer their perspective and insight. The Mentoring Scheme can provide a safe, non-judgemental and confidential environment for such discussions to take place with a well-informed, objective sounding board

who will listen and provide guidance as to how we might achieve our career goals. The scheme has been developed to assist Mentees to deal with career development issues and as a collateral benefit to assist with both social mobility and retention at the Bar. It is intended to assist members of the Inn from all backgrounds with career development from first tenancy or employment as an employed barrister (not a paralegal) through to retirement.

If you would like to apply to be a mentor or mentee please email mentoring@middletemple.org.uk.

Middle Templar Magazine

The Middle Templar is the Inn's annual magazine. The diverse nature of the Inn's activities is reflected in the fascinating contributions from staff, students, members of Hall, through to Benchers. These range from thought-provoking topical legal issues, historical pieces, book reviews to more light-hearted pieces. There are two key ways in which you can get involved in *The Middle Templar*. Firstly, you may wish to contribute an article to the publication. The topic of the article can range across a whole spectrum of activities which are related to the Inn or the profession. Secondly, we would very much welcome any assistance to generate potential article ideas that could feature in *The Middle Templar* and ideas on whom to approach to write a contribution. The role of the editorial consultant would be yours to mould, requiring only as much time as you are willing to give. In some instances, this could be a simple email exchange.

For more information on how to get involved please contact the Head of Membership, **Oliver Muncey**, at o.muncey@middletemple.org.uk.

Middle Temple Circuit Societies

In a bid to re-engage with our members on Circuit, the Inn has established Societies on the Northern, North Eastern, Midland and Wales Circuits. The Inn will be setting up a Western Circuit Society in the near future. Events on Circuit include Black Tie dinners, summer drinks parties, receptions and messes.

If you are interested in being involved on your Circuit please contact the Membership Officer, **Cath Bygrave**, at c.bygrave@middletemple.org.uk.

Mock pupillage interviews

Student members who have an upcoming pupillage interview are given the opportunity to have a mock interview with a barrister in the relevant area of law who is from a set they haven't applied to. The scheme is run on a flexible basis, meaning you can help as much or as little as you are able.

For more information on how to get involved, please contact the Education Department, on education@middletemple.org.uk.

Moots - judging and/or setting problems

The Rosamund Smith Mooting competition consists of 64+ teams competing in knockout rounds over the course of the year. The initial rounds are held on weekday evenings and practising members of the Inn act as judges. Bundles are provided 2 working days in advance and a moot plus feedback takes approximately 1-1.5 hours. Most volunteers judge one or two moots per year but you are welcome to do more if you wish. In addition, we require members to set the moot problems.

For more information on how to get involved, please contact the Education Services Coordinator (Advocacy Training), **Geoff Brown**, on g.brown@middletemple.org.uk.

Open Weekends

On occasion, the Inn opens its doors as part of Open House London. Over the space of one day we open our doors to welcome members of the wider public to the Temple. Visitors will be able to visit the Temple Church and the Halls, Treasury buildings, Libraries and Gardens of both Inns, accompanied by volunteer and professional guides.

When Middle Temple participates we ask for volunteers to assist in staging and promoting this unique event, potentially to include:

1. As greeters at the entrances to the Temple
2. As interior and exterior marshals
3. As tour guides and Temple experts
4. Allowing Chambers to open their door over the weekend.

If you are interested in volunteering, please contact the Membership Department at members@middletemple.org.uk.

Outreach initiatives

The Inn's objective is to promote equality and diversity by engaging with students from all backgrounds, presenting information on a career at the Bar, outlining the path to qualification and explaining how the Inns are able to assist. The aim is not recruitment but to give those with the ability the confidence to pursue a career at the Bar irrespective of their background or status.

Members can volunteer to help with various outreach activities at any stages in their career:

- **Speaking engagements.** Occasionally the Inn will be involved in providing speakers for events at Universities or at the Inn's own Open Day. These can range from short presentations to panel discussions, typically on careers at the Bar. Panels aim to be diverse in experience level, with the most experienced (QC/Judge) often asked to chair the discussion. As above, technical questions on scholarships or the course itself can be directed to the outreach officer, practitioners are wanted to share their personal experience.
- **Open Day networking.** Even if not speaking, members are encouraged to attend the Open Day to speak to undergraduate students.
- **Engagement with outreach partners.** The Inn's outreach is focused on undergraduate law students from under-represented backgrounds. Those interested in working outside of this scope are strongly encouraged to volunteer for one or more of the Inn's outreach partners such as Young Citizens who run a Mock Trial competition for school-age students. Members involved in projects should notify the Inn.

If you are a member under seven years Call you could:

- **Lunch with undergraduates.** It is helpful to undergrad students who are visiting the Inn as a group to sit down for lunch with one or two practitioners who have qualified relatively recently. They are encouraged to talk about their experiences on the Bar course, how they got pupillage and what the day to day of the first few years of practice have been like.
- **Represent the Inn at university Law fairs.** To accompany the outreach officer (of any Inn) to law fairs and speak to students about their experiences at the Bar. The outreach officer can field any questions on courses, scholarships etc. the practitioner is there for their experiences. *[Members under seven years Call preferred]*

If you are an experienced practitioner you could be:

- **An Access to the Bar Host.** Members who are willing to take on an Access to the Bar student for up to 5 days. Members may choose to take the student as their mini-pupil for the entire week or coordinate amongst chamber mates to ensure the student gets a good amount of in-court experience. Members will be expected to provide insight and commentary on their work and to explain decisions and their approach. They should as much as possible induct the student into the life and culture of the Bar (bring them to Hall for lunch, attend a dining event with them and so on).
- **A University Ambassador.** The Inn seeks experienced members with a relationship (academic or geographical) to a university to act as an ambassador for the Inn at the institution. The relationship will involve attending insight and career events at the university, facilitating mini-pupilages and marshalling for undergraduate students,

assisting with visits to the Inn and helping to coordinate University involvement in Inn programmes such as Access to the Bar and the Open Day.

If you are a judge you could get involved with:

- **Access to the Bar marshalling.** Members of the judiciary are asked to take a student for up to 5 days to act as their marshal. They are encouraged to provide insight into both their judgements and the advocacy of the barristers in their court. They should as much as possible induct the student into the life and culture of the Bar (bring them to Hall for lunch, attend a dining event with them and so on).

Please contact the Outreach Officer, **Richard Frost**, on r.frost@middletemple.org.uk if you'd like to volunteer or if you have any questions about any of these activities.

Qualifying Sessions

Qualifying Sessions must include educational content as well as providing the opportunity for students to engage with the Inn's community of practitioners. We are looking for members of the Inn who can provide a lecture/ talk, are interested in being a panel member at a Sherrard Conversation, or would be happy to attend a Preparing for Practice evening (a version of All Inn Dining focusing on a specific area of law).

If you are interested in getting involved, please contact the Director of Education, **Christa Richmond** on c.richmond@middletemple.org.uk.

Revels

The Christmas Revels are an ancient tradition at the Middle Temple, dating back to the early centuries of the Inn's history, and live on - in slightly better-behaved form - today. New and younger members of the Inn commit a huge amount of time and energy to the project. The cast and their friends attach great importance to the Bench's involvement and Benchers always attend in healthy numbers. The Benchers' sketch performed just after the interval each year needs always needs new blood.

If you want to be involved as a writer, singer, actor or musician please contact the Membership Department know at middletemplerevels@gmail.com.

Scholarship Interviewer

Scholarship interviews for Bar Course scholarships are held over 3 consecutive days in the week after Easter, and require at least 24 interviewers to participate for the duration. Other interviews are held February to July and require slightly less time commitment. Applications are provided in advance for preparation. We are keen to broaden the diversity of our pool of interviewers. As a broad guideline, we are looking for member of at least 7 years' practice, but there is flexibility in certain circumstances. A mandatory 3 hour training session must be completed.

For further information, please contact the Scholarships Officer, **Madeleine Cirdei**, on m.cirdei@middletemple.org.uk.

Sponsor (mentor to a student member)

Sponsors are members of the Inn who are in practice and are willing to act as a mentor and contact at the Bar for a student member, taking a personal interest in the student and providing advice where appropriate.

For more information, please contact the Student Records Officer, **Alex Stan**, on a.stan@middletemple.org.uk.

Survive and Thrive

The Middle Temple Survive and Thrive Programme is a series of events spanning interests and topics which go beyond the parameters of the legal world.

If you are interested in joining the Inn's Working Group, who identify new topics and speakers for the programme, or if you would like to volunteer as a moderator for an event, please contact the Membership Officer, **Cath Bygrave**, at c.bygrave@middletemple.org.uk.

Talent Retention Scheme

The purpose of the Talent Retention Scheme is to provide support to barristers who are either returning from time out of practice (a "returner") or switching practice areas (a "mover"). The scheme is open to men and women, and all barristers, employed and self-employed. Time out of practice may be for any reason including maternity leave, paternity leave, adoption leave, caring responsibilities, health reasons, further study, time-out or to pursue other ventures. Movers could be changing discipline because they are excited about a new challenge or because their practice is not compatible with family or caring responsibilities, other commitments, or has become difficult to sustain for various reasons. For example, criminal barristers moving to family or regulatory work; self-employed barristers becoming employed, or vice versa.

If you would like to volunteer as a coach or coachee please contact the Membership Administrator, **Gabriel Dorey**, at g.dorey@middletemple.org.uk.

Inns of Court Alliance for Women (ICAW)

The Inns of Court Alliance for Women exists to encourage and support women throughout their careers, and to increase retention and diversity within the profession. The ICAW recognises the challenges and barriers to career progression and wellbeing faced by women in the law, and the intersectional disadvantage faced by women from non-white ethnic backgrounds and by women with disabilities.

The ICAW commits to:

1. providing a safe forum where issues facing women in the profession can be discussed to foster a culture of mutual support
2. supporting the Inns' commitment to equality, diversity, inclusion, and social mobility
3. taking an intersectional approach to talks and events to ensure the voices of women facing inequality are heard
4. promoting initiatives across the four Inns to support access, retention, and progression of women in the profession

For more information on how to get involved with the ICAW please contact the Diversity & Inclusion Coordinator at p.blackstock@middletemple.org.uk.

