

Administrative Assistant Vacancy

The Honourable Society of the Middle Temple - City of London

Salary range £18-21k plus excellent benefits

This role is responsible for the provision of excellent administrative support to the most senior members of Middle Temple, known as Masters of the Bench (Benchers), the Inn's governing body. You will participate in and lead projects as appropriate, including the Inn's magazine.

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 for the Administrative Officer and 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 committee meetings, provision of secretarial support for those meetings, general advice and assistance to Benchers, updates and maintenance of Bench records.

Some experience of high quality administration and organisation is required with previous experience in planning and supporting committee meetings an essential requirement. 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 covering 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.

The closing date for receipt of applications is **Friday 28 March 2014**.

Please attach both your CV and covering letter as separate documents and label both with your name.



JOB DESCRIPTION

Job Title:	Administrative Assistant
Department:	Treasury
Reporting to:	Administrative Officer
Location:	The Honourable Society of the Middle Temple
Hours:	Full time office hours, 37.5 per week with some flexibility required

Key Objectives: to provide excellent administrative support to the Senior Members of Middle Temple (the Masters of the Bench or Benchers), the Inn's Governance and Committee Structure; and to participate/lead in projects as appropriate such as the production of the Inn's annual magazine.

Areas of Responsibility:

1. Governance and Committees

- Providing administrative and committee secretarial support in connection with certain of the Inn's Standing Committees, including the preparation of agendas, papers and meeting notes and minute taking, when appropriate).
- Organising the practical and logistical arrangements for the Inn's committees, including maintaining up-to-date committee membership lists.

2. Bench Administration

- Provision of administrative and support services for the Masters of the Bench
- Providing support to the Bench Selection Advisory Committee (BSAC) in the proposal, nomination, election and Call of new Masters of the Bench:
 - advising proposers and candidates
 - administering the BSAC database
 - drafting agendas, papers, minutes and follow up on actions
- Administration of Bench records
- Advisory services to Benchers
- Planning and coordination of Bench Calls in close collaboration with the Bench Events Co-ordinator.
- Liaison with Bench Widows/Widowers
- Maintaining contact with and support for Honorary Benchers and those of similar status.

3. *The Middle Templar*

Responsibility, under the supervision of the Director of Membership & Development, for the coordination of material and production of the Inn's annual magazine, *The Middle Templar*, including:

- Administering and adhering to the agreed timetable for the production of the publication
- Contacting members and others requesting assistance with producing and writing articles
- Liaising with contributors
- Seeking advertising where appropriate and as directed
- Collating articles to send to the designer
- Assisting with proof-reading
- Ensuring that targets set achieved
- Ensuring that budget parameters are adhered to

4. Scholarship Fund Appeal

Under the supervision of the Director of Membership & Development, providing support to the Inn's Scholarship Fund Appeal (SFA), including:

- Acting as secretary to the SFA, including preparing agenda papers, attending meetings and taking minutes
- Keeping records of and acknowledging all donations
- Writing to potential donors

Person specification:

	Essential	Desirable
Qualifications	A levels or equivalent education	University level degree or equivalent
Background/experience	<p>Solid administration background.</p> <p>Proven experience of coordinating formal committee meetings including planning, support and delivery.</p> <p>Proven experience of working effectively for demanding stakeholders at board level.</p>	
Skills	<p>High-level organisational, planning and administrative skills with the ability to manage conflicting and competing demands effectively.</p> <p>Highly proficient in all Microsoft programmes, particularly Word, Outlook and Excel.</p> <p>Previous experience working with database programmes.</p> <p>Excellent communication skills, both oral and written.</p>	Experience of designing, and publishing marketing and communications material, ideally membership publications.
Personal qualities	<p>Highly customer service-oriented.</p> <p>Calm under pressure, patient and measured.</p> <p>Exceptional team player with the ability to collaborate effectively with people at all levels.</p> <p>Additionally, gain trust and confidence of colleagues and sustain positive relationships.</p>	

	Ability to use initiative to solve problems and find resolutions. Discretion and tact.	
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Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties 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

Name..... Signature.....

Date..... Line Manager