



Advocacy Training Council Administrator & Secretary

Salary range £21,000 up to £25,000 plus benefits

The Advocacy Training Council (ATC) is a body of the Council of the Inns of Court (COIC – the co-ordinating body for the Inns of Court) and its main aim is to oversee the development and delivery of standards in advocacy and advocacy training for the Bar of England and Wales. The ATC's membership is drawn from the Inns, Circuits, Judiciary, Employed Bar, Bar Professional Training Course Providers, academia and the Bar Council. Its primary role is to ensure that advocacy training provision - from the Bar Professional Training Course (BPTC) through to the delivery of New Practitioner and advanced advocacy training - is of the highest standard, helping to ensure that advocates are effectively equipped in the defining skill of the profession. The ATC also responds to requests for assistance from overseas Bars. ATC members, together with senior advocacy trainers from across the Inns and Circuits, have worked alongside colleagues in overseas jurisdictions including Pakistan, Malaysia and Zimbabwe. The ATC adopts a 'seed corn' approach, ensuring partners at the host Bar are equipped to continue to develop and enhance their own advocacy training programmes.

This role is an administration and coordination position which would be ideal for someone who already has experience of administering and supporting organisation development, preferably within the legal services sector. You will work closely with the Executive Secretary and the four Inns of Court, Circuits and BPTC providers. You will be responsible for the secretarial support of three active committees, providing full administrative support to committee members, coordinating the activities of each committees' working groups. Key components of this role will be organising a variety of training events including all logistical and related administration, the drafting and updating of articles and reports for publications. You will also be responsible for updating and managing two websites.

A university degree or equivalent is essential, as is proven experience of exceptional administration and website maintenance within a growing organisation. You will be intellectually able with excellent writing skills and the ability 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. As an IT-literate multi-tasker, you will be capable of working independently to prioritise requirements.

You will enjoy 25 days holiday plus bank holidays. Other benefits will be confirmed in due course when the probationary period of six months is completed. To apply, please send a letter with your CV explaining how you meet the essential criteria of the person specification, what you would bring to the role, and why it is a natural next career step for you, to recruitment@middletemple.org.uk.

The ATC 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 the Equality & Diversity monitoring form and submit this with your application. **The closing date for applications is 19 March 2014.** Interviews will take place week commencing 24 March 2014.



The Advocacy Training Council

JOB DESCRIPTION

Position title: ATC Administrator & Secretary

Reporting to: Executive Secretary

Tenure: Permanent

Key Objectives: The ATC Administrator and Secretary will be required to work as part of a small team and will be responsible for providing full administration and coordination of activities required by the ATC including the organisation of educational events, secretary to and management of three committees and updating and developing the ATC's two websites and social media applications.

Hours: Full time, 35 hours per week with some flexibility required due to ATC events and meetings which may run until 7pm.

Salary Range: £21,000-£25,000

Location: Advocacy Training Council, 2 King's Bench Walk, London EC4Y 7DE

About us:

The four Inns of Court with the Bar Council and the Bar Standards Board (which regulates barristers called to the Bar in the public interest) meet together as the Council of the Inns of Court (COIC). COIC is currently preparing to become an incorporated body in its own right and has also recently gained charity status. COIC comprises of two main services, the Advocacy Training Council and the Bar Tribunals and Adjudication Service. The organisation is led by James Wakefield, the Director.

The Advocacy Training Council (ATC) of the Bar of England and Wales oversees standards of advocacy training and advocacy training for the Inns, Circuits and Specialist Bar Associations (SBAs) from the vocational stage to advance advocacy training. It is chaired by Mr Justice Green and brings together representatives from the Inns, Circuits, Bar Professional Training Course Providers, Judiciary and academia.

Responsibilities:

Event Management:

- To plan and coordinate events including training and accreditation days, CPD master classes, annual conferences and advocacy training events and to ensure that all are run to the highest professional standard.
- Designing booking forms and promotional material for events, developing and maintaining mailing lists and coordinating all marketing for events.
- Processing bookings, payments and confirmations as well as the distribution of training materials, all associated administration and the recruitment of trainers, volunteers and speakers.
- To organise venue and catering requirements and provide onsite event management.

- To support the organisation of overseas training programmes, including the recruitment of trainers, research and arrangement of flights, accommodation and local itinerary, distribution of training materials and programmes.

Committee Management:

- To act as Secretary and to attend to committees such as the International Committee, Training and Accreditation Committee and Vulnerable Witness/Defendants Advocacy Training Committee and to coordinate the aims and functions of each working group.
- To coordinate the Advisory Group and to provide support to the Executive Secretary.
- To work closely with the chairman of each committee on the preparation of papers and to liaise with committee members on all aspects of the committee.
- To produce accurate and concise minutes, prepare action points, in addition to tracking and completing all actions to be taken.

Website Development:

- To update, maintain and develop the Advocacy Training Council website, The Advocate's Gateway (TAG) website and the mobile site.
- To research, draft and develop reports and to recruit writers for articles and provide photographs of ATC activities for inclusion on the websites.

Marketing:

- To effectively communicate the work of the ATC and TAG via the websites, social media such as Twitter and Facebook.
- To design, draft and design the publication of twice yearly e-newsletters for council members and interested stakeholders.
- To draft and oversee the publication of reports and articles for related stakeholders' publications.

General Administrative Duties:

- To support the ATC's Executive Secretary, Chairman and council members in delivering the Council's work to oversee standards of advocacy at the Bar of England and Wales.
- To develop and maintain working relationships with colleagues and stakeholders in the Inns, Circuits, SBAs, Judiciary, the Regulators and others in the legal profession.
- To be responsible for the day to day requirements of the ATC Secretariat including responding to email and telephone enquiries, managing office stationery, photocopier, recycling and office supplies.



Person specification: Administrator & Secretary

	Essential	Desirable
Qualifications	University level degree or experiential equivalent.	Law degree
Background/experience	<p>The post-holder will have a proven track-record of administering and supporting organisational development.</p> <p>Experience of drafting web content, articles for publication and promotional material.</p> <p>Proven experience of preparation and management of agendas, minutes and action arising.</p> <p>The post-holder must have experience of web-page maintenance and development of websites.</p> <p>Proven event management skills to demonstrate organisation and execution.</p>	<p>Previous experience of working as an administrator in either the legal and/or education sector.</p>
Skills & Knowledge	<p>Excellent administrative, organisational and office management skills including diary and travel management, maintaining accurate distribution lists and correspondence.</p> <p>Skilled in communicating, and, in particular, able to write clearly, fluently, concisely and accurately using plain English.</p> <p>IT literate with demonstrable experience of using databases, Microsoft Office and website packages such as Joomla for website development.</p> <p>A multi-tasker, able to work independently to prioritise requirements without supervision.</p>	<p>An interest in legal issues and some understanding of the legal education system.</p> <p>A working knowledge of the legal profession and the structure of the Bar of England and Wales/Inns of Court.</p>

	<p>Excellent communication and interpersonal skills – both written and oral.</p> <p>Excellent minute taking skills and the intellectual ability to understand the issues under discussion.</p>	
Personal qualities	<p>Methodical and highly organised.</p> <p>Motivated, able to work independently and use own initiative.</p> <p>Calm under pressure, resilient, flexible and adaptable.</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues and stakeholders.</p> <p>Possess good judgment, discretion, diplomacy and tact with the ability to negotiate and convince.</p> <p>Comfortable dealing with very senior and distinguished individuals, and able to represent the organisation professionally both internally and externally.</p>	