

Executive Secretary to the Advocacy Training Council (maternity cover)
Salary range £33,000 up to £38,000 plus excellent 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.

The ATC is looking for someone to cover the maternity leave of its Executive Secretary on a fixed-term contract from 1 August 2014 to 31 January 2015. The role of the Executive Secretary is to manage the day-to-day administration of the ATC and its secretariat.

You will have proven experience of business management or administration in the education sector (preferably the legal education sector). You will also have a strong track-record of line-managing and motivating staff, managing events and general administration. Experience of working with committees and a working knowledge of the legal profession are desirable but not essential.

You will enjoy:

- 25 days holiday plus bank holidays a year (pro rata).
- 15% pension contributions
- Lunch benefit

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 5 June 2014. Interviews will take place week commencing 9 June.

The Advocacy Training Council

EXCELLENCE IN ADVOCACY

The Advocacy Training Council

JOB DESCRIPTION

Position title:	Executive Secretary to the Advocacy Training Council
Reporting to:	Director of COIC
Tenure:	Maternity Cover (fixed term August 2014 to January 2015)
Key Objectives:	The Executive Secretary will be responsible for managing the day-to-day administration of the ATC and its secretariat.
Hours:	Full time, 35 hours per week with some flexibility required due to ATC events and meetings
Salary Range:	£33,000-£38,000 (pro rata)
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:

- To support the ATC's Chairman, Vice-Chairs 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 and the Regulators and others in the legal profession.
- To help co-ordinate the ATC/Inns and work with COIC Director to coordinate responses to policy and regulatory developments, including by way of illustration the forthcoming Quality Assurance Scheme for Advocates.
- To be responsible for the day-to-day administration of the ATC Secretariat, including committee management long-term diary management and events management and maintaining filing systems. There will be approximately 24 ATC committee meetings a year to organise and attend.
- To give direction to and be accountable for the development of the ATC Administrators and their work.
- To manage the ATC budgeting and accounts, ensuring budgets and expenditure are managed.
- To oversee effective communication of the work of the ATC via the ATC website and social media, and by the drafting and publication of newsletters and promotional material.

- To work towards the production of an annual report.
- To represent the ATC at external events.
- To plan and manage events including training and assessment days, liaising with the Inns and the Circuits where appropriate.
- To assist with the design and delivery of new advocacy training programmes.

Person specification: Executive Secretary

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Degree or equivalent	Legal qualification
SKILLS	<p>MS Outlook & Word (advanced) MS Excel</p> <p>Written communication to the highest standards of expression and accuracy</p> <p>Effective oral communication</p> <p>Effective liaison with colleagues both internally and externally at all levels</p> <p>Organisational skills, including time management and workload planning, personally and with colleagues</p>	<p>Web-page maintenance</p>
EXPERIENCE	<p>Proven experience of business management/administration in the education sector</p> <p>Experience of line managing and motivating staff</p> <p>Proven experience of the preparation and management of agendas, minutes and actions arising</p> <p>Experience of events management</p> <p>Experience of general administrative skills including diary and travel management, maintaining accurate and up-to-date distribution lists, correspondence</p>	<p>Business management/ administration in the legal education sector</p> <p>Committee management</p> <p>Management of education events such as training or examination days</p> <p>Communication planning, including drafting web content, articles for publication and promotional material</p> <p>Working knowledge of the legal profession, and the structure of the Bar of England and Wales/ the Inns of Court.</p>

ABILITY	<p>Working as part of a small team</p> <p>Liaising with, supporting and influencing colleagues, including senior practitioners and members of the judiciary</p> <p>Able to take a pro-active approach to advocacy training policy development</p> <p>Swiftly assimilating new concepts and information</p> <p>Working under pressure/to tight deadlines/with minimal supervision</p>	
QUALITIES	<p>Highest standards of personal and professional integrity</p> <p>Willingness to adapt to new tasks, opportunities and pressures</p> <p>Committed and self-motivated</p>	