

## OUTLINE JOB DESCRIPTION

**Post:** Executive Administrator

**Reports to:** Administrator Manager

**Job purpose:** To assist the Administration Manager and Regulatory & Pupillage Manager with the administration of Chambers and Chambers' pupillage process.

### Overview of the role

Blackstone Chambers is a leading set of barristers' chambers, specialising in commercial, public & regulatory, competition, sport, financial services and employment law. Based in the Temple, it has 122 barrister members and 41 staff members and recently moved back into fully refurbished offices overlooking Middle Temple Gardens.

Applications are sought for the role of Executive Administrator to assist in the overall administration of Chambers. This is an exciting opportunity to join a busy and thriving barristers' chambers. Applicants should have experience of professional support and be able to demonstrate a willingness to assist multiple admin functions.

### Main duties include:

#### *Admin*

- Assist Admin Manager with diary management on bespoke Chambers diary package and Outlook including coordination and organisation of internal, external & virtual meetings for senior management team.
- Assist Admin Manager with organisation of business travel/accommodation and visa applications for members of the senior management team and members of Chambers.
- Undertake market research in the legal sector and production of briefing notes as required by members of the senior management team for marketing trips.
- Oversee/maintain full barrister contact records on Lex and Outlook
- Assist Admin Manager with scheduling of internal management meetings, practice review meetings, practice group meetings and annual staff reviews. Including minute taking.
- Assist Admin Manager with organisation of Chambers meetings; collation and transmission of supporting documentation; setting up/managing hybrid meetings and the issuing of voting links.
- Assist Admin Manager with provision of secretarial and administrative support to other sub-committees under the supervision of the Chambers' Director.
- Update Chambers 'Ins & Outs' intranet page: staff holidays, pupillage information, helpdesk rota, news items, CPD course information etc.
- Deal with incoming and outgoing verbal and written correspondence, including filing of any documentation.
- Provide general administrative support as required.
- Provide very occasional secretarial support to members of Chambers as required.

### *Member Admin*

- Assist Admin Manager with management of practice administration for barristers to include registration and renewals in respect of practicing certificates; data protection registration; professional indemnity insurance; maintenance of membership of specialist bar associations on behalf of barristers.

### *Pupillage Admin*

- Assist Pupillage Manager with enquiries regarding pupillage or work experience.

### *Pupillage Gateway Recruitment*

- From 4th January to approximately 10th May, assist Pupillage Manager with coordinating the application process. Accessing and downloading Pupillage Gateway applications, recording them in internal systems, identifying previous applicants, and processing. Maintaining the Gateway database and Chambers internal systems at all times.
- Update internal application registers, as well as dealing with telephone enquiries.
- Maintaining Equal Opportunities and Diversity (E&D) data, including contextual recruitment information.
- Applications for pupillage: Assist Pupillage Manager with organising and compiling applications for distribution to the Pupillage Committee. Corresponding with applicants to either reject their application, defer it to future years, or invite them for a mini-pupillage.
- Mini pupillages: Assist Pupillage Manager with arranging and diarising mini pupillages, identifying possible supervisors, preparing information packs for mini pupils and supervisors, conducting introductory sessions for mini pupils, and managing travel and accommodation expense claims submitted by applicants. Liaising with supervisors and reception when necessary, including finding replacement supervisors in case of emergencies or issues.
- Pupillage interviews: Assist Pupillage Manager with scheduling Pupillage Committee meetings, gathering all necessary documents and supervisor's reports for the Committee's consideration. After shortlisting candidates, contacting and arranging interviews, often with short notice, and diarising internally. Notifying applicants after interviews.
- Assist Pupillage manager to gathering information for the annual internal pupillage review, which occurs in June/July.

### *Pupillage Management*

- Assist Pupillage manager to prepare welcome packs for pupils for induction week in early September.

### *Pupillage Outreach*

- Chambers participates in the COMBAR commercial mentoring scheme. In October, assist the Pupillage Manager in overseeing the sifting and assignment of Blackstone mentors to candidates for the COMBAR scheme.
- Assist Pupillage Manager to organise university events in conjunction with events team if in house, and to arrange external visits to include catering, travel, attendees.

- Assist the Pupillage Manager to organise a September reception, in collaboration with the events team, for new pupils and the incoming year's joiners, as well as other occasional events for pupils throughout the pupillage year. Coordinating barrister attendance as required.
- The role may also involve providing ad hoc assistance to the Pupillage Manager during busy periods, particularly for law fairs and other events with universities and outreach organisations.

### **Person specification**

The successful candidate should have experience of working within a busy team, be approachable, well presented and have very good communication and organisational skills.

The successful candidate will be able to demonstrate, including through appropriate and relevant experience, that they can meet the following requirements:

- Ability to work in a busy environment.
- Ability to work efficiently in a team.
- Ability to prioritise and undertake several tasks.
- Demonstrate attention to detail and accuracy when dealing with large volumes of data.
- Demonstrate full appreciation of issues of confidentiality in handling personal and financially sensitive data with an appreciation of the requirements of the GDPR legislation.
- Smart presentation and appearance (dress code: business attire).
- IT literate: working knowledge of MS Word and Excel is required. If not already proficient, training will be provided for use of bespoke barrister diary software (LEX).
- Commitment to equal opportunities.

### **Contract terms**

- Core working hours for this role are 9am - 6pm with 1 hour for lunch. Occasional overtime may be required.
- Three months' notice upon completion of a three-month probation period during which the candidate will be on two-weeks' notice.
- 22 days holiday per calendar year; limit of one week's holiday permissible during legal term time.
- Private Medical Insurance and private doctor service available on completion of probation period.
- Other staff benefits including income protection, critical illness and death in service benefits.
- Auto-enrolment pension scheme membership.

### **Equal opportunity employer**

Blackstone Chambers strives to be an equal opportunities employer and is committed to diversity amongst its members and staff. We encourage and welcome applications from women, people of minority ethnic origin and people with disabilities as well as candidates from other groups which are underrepresented in the legal sector.