

Job Description: Executive Assistant

Reporting to: Regulatory & Pupillage Manager and Chambers Director

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 over 120 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 assistant on a fixed term basis (9 months), 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 responsibilities include:

Barrister admin

- Manage annual renewals for Practising Certificates and Professional Indemnity Insurance (UK and foreign), including BMIF base level and TLO top-up.
- Management of Specialist Bar Association memberships – chambers wide and individual membership*
- Administer onboarding/offboarding processes for new tenants and members; support occasional lateral recruitment.
- Maintenance of barristers contact records across LEX and Outlook*
- Oversee CPD requirements – sending quarterly reminders, collate records and plans, support NPPs, recognise training needs*
- Organise in-house training and circulate relevant external opportunities.
- Maintain conflicts register; update LEX and communicate with solicitors.
- Arrange practice group schedule, liaise with group leaders, collate info for agendas, minute take and follow up action points
- Keep up to date with regulatory requirements and circulate as needed (BSB, Bar Council)
- Provide ad hoc support to Head of Chambers and members, including diary and travel management.
- Arrange business travel, accommodation, and visa applications for senior management and members
- Administration of private medical provision for members including arrangement

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of annual flu clinic and GP services for members, supported by the Head of HR

Committees

- Scheduling of chambers committee meetings, sub-committee meetings and E&D committee meetings
- Produce agendas, collate documents, minute take and follow-up tasks
- Arrange bi-annual Chambers meetings: collation and transmission of supporting documentation; setting up/managing hybrid meetings and the issuing and counting of ballots/votes
- Minute taking and follow up actions
- Provide secretarial and administrative support to other sub-committees

General Administration

- Diary management using bespoke Chambers scheduling software and Outlook; coordinate internal/external meetings and client events for senior management.
- Organise internal management meetings and monthly Executive team meetings, collating reports
- Assist Finance Manager with collation of invoices and staff expenses
- Assist Head of HR with onboarding and offboarding of staff members, and ad hoc recruitment.
- Provide general administrative support as required.

Pupillage Administration

- Assist Regulatory & Pupillage Manager with enquiries regarding pupillage or work experience.
- Assist Regulatory & Pupillage Manager in organising mini-pupillages.
- Assist in preparing induction welcome packs for mini-pupils
- Assist in planning and delivering university events, both in-house and external, including logistics such as catering, travel, and attendee coordination.
- Help organise and support pupillage-related events throughout the year.
- Provide ad hoc support during peak periods, particularly for law fairs and university engagements.

Marketing and Events

- Support the Marketing Manager in coordinating Chambers' participation in the COMBAR Commercial Mentoring Scheme, including mentor allocation and candidate matching and in organising Access to the Bar placements and events.

- Assist with arrangement of marketing trips for senior management team including scheduling of meetings, booking of travel & accommodation, visa applications, legal research and production of briefing packs, as required.
- Provide support to the marketing team as required for in-house and external marketing events

Day to day

- oversee weekly chambers tea and chambers drinks
- oversee and update administration intranet page and weekly newsletter
- organisation of gifts such as for new babies, weddings, bereavement etc
- respond to ad-hoc emails on behalf of Chambers/ Chambers Director
- maintain lists e.g. phone lists, floor plans, barrister and staff lists.

Person specification

The ideal candidate will demonstrate strong written communication skills, excellent organisational abilities, and the capacity to work independently with minimal supervision. Proficiency in Microsoft Word and Excel is essential.

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.
- diary management and a good telephone manner
- Proficient in taking clear, accurate meeting minutes.
- 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 (one hour for lunch). Occasional overtime may be required.

- 22 days holiday per calendar year, plus 8 days bank holiday; limit of one week's holiday permissible during legal term time
- Private Medical Insurance and private doctor service available, on completion of probation period.
- 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.