October 2023

Job Description: Pupillage and Administration Assistant
Reporting to: Graduate recruitment/pupillage Manager and Chambers Director

Overview of the role

Blackstone Chambers is a leading set of barristers Chambers, operating in the civil law arena with (currently) 121 barrister members and 38 staff members. Chambers is based in the Temple and has recently moved back into fully refurbished offices overlooking Middle Temple Gardens.

Applications are sought for the role of Pupillage and Administration Assistant. The role is varied, and the successful candidate will work closely with Graduate recruitment/pupillage Manager and the pupillage committee, managing the administration of the pupils’ training year in Chambers. Previous experience of working in graduate recruitment would be an advantage.

The role also supports Chambers’ senior management team (Chambers’ Director, Senior Clerk), as well as provides ad hoc HR Administration support. Previous experience of working within the legal industry would be of benefit.

Person specification

This role, supporting the Graduate recruitment/pupillage Manager, involves the successful candidate in the administration of Chambers’ graduate recruitment together with the administration of pupillage for Chambers’ current pupils through their year of training with Chambers. This is a highly important function in chambers and requires excellent communication skills and interaction both with potential applicants, selected pupils and members of Chambers as well as good organisational skills and IT literacy to manage Chambers recruitment data bases.

The successful candidate will also provide administrative and secretarial support to the senior management team and to the Heads of Chambers (on an ad hoc basis if required). The successful candidate will work well under pressure. He or she will be approachable and confident when dealing with pupillage candidates either on the telephone or at law fairs and other recruitment events. The successful candidate will also demonstrate ability to work with a small team and may be required, on occasion, to assist at other Chambers’ marketing events. The role also includes, from time-to-time support to human resources, therefore a demonstrable understanding of the issues of confidentiality is critical.
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 as part of team as well as autonomously
- ability to prioritise and undertake a number of tasks
- attention to detail and accuracy in handling of candidate details
- full appreciation of issues of confidentiality in handling sensitive data
- commitment to quality service to candidates, to members of chambers, pupils and staff
- a good telephone manner
- smart presentation and appearance
- IT literate: essential: a good working knowledge of MS Word and Excel is required. If not already proficient, training will be provided for use of bespoke barrister specific software (LEX) and web site editing.
- experience of administering a recruitment process would be an advantage, though not necessarily in a legal environment.
- IT literate: essential: the role includes audio typing, the maintenance of electronic and hard copy filing and of excel spreadsheet databases.

**Contract terms**

- Core working hours for this role are 9am - 6pm with 1 hour for lunch. Occasional overtime may be required
- 12 month FTC
- 4 weeks’ notice upon completion of a three-month probation period during which the candidate will be on two weeks’ notice
- Private health insurance and private doctor service available on completion of probation period
- Other staff benefits including income protection, critical illness and death in service benefits

**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.

**Full job specification**

A copy of the full job specification for this role is available from the Blackstone Chambers website [www.blackstonechambers.com/recruitment](http://www.blackstonechambers.com/recruitment)
Job Description: Pupillage and Administration Assistant
Reporting to: Graduate recruitment/pupillage Manager and Chambers Director

Main duties:

Pupillage administration

- Managing and updating 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: 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. All offers and rejections should be confirmed in writing.

- Mini pupillages: 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: 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.

- From 4th January to approximately 10th May, coordinating the application process. Accessing and downloading Pupillage Gateway applications, recording them in internal systems, matching applications current applications with previous pupillage applications, and processing as outlined in points 3 & 4 & 5 above. Maintaining the Gateway data base and Chambers internal systems at all times.

- Gathering information for the annual internal pupillage review, which occurs in June/July.

- Organising 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.
• Chambers participates in the COMBAR commercial mentoring scheme. In October, overseeing the sifting and assignment of Blackstone mentors to candidates for the COMBAR scheme.

• 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.

Administration Assistance

• Provide general administrative support as required.

• Diary management on bespoke Chambers diary package and Outlook including coordination and organisation of internal, external & virtual meetings for senior management team.

• Scheduling of internal management meetings, practice review meetings, practice group meetings and annual staff reviews.

• Dealing with incoming and outgoing verbal and written correspondence, including filing of any documentation.

• Organisation of Chambers meetings; collation and transmission of supporting documentation; setting up/managing hybrid meetings and the issuing of ballot papers.

• 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.

• Organisation of business travel/accommodation and visa applications for members of the senior management team and members of Chambers.

• Providing support to the marketing team as required for large in-house and external marketing events.

• Assist HR Manager with administration of staff recruitment processes, and other ad hoc HR Administration tasks.

• Oversee/maintain full barrister contact records on Lex and Outlook

• Transcribing of verbal dictation.
• Providing very occasional secretarial support to members of Chambers as required.