



The Inns of
Court College
of Advocacy

Job Description and Person Specification

ICCA Vice Chair (Circuits)

The Inns of Court College of Advocacy

The Inns of Court College of Advocacy (ICCA) delivers high quality, innovative and flexible academic and professional education and training by:

- Addressing the training needs of Bar students and practising members of the Bar throughout their career;
- Creating training and professional development resources, when the ICCA is best placed to do so effectively, for delivery by others in particular the Inns, Circuits and Specialist Bar Associations;
- Delivering training nationally and internationally where the ICCA is best placed to do so.

ICCA is the educational and training arm of the Council of the Inns of Court (COIC). COIC is a registered charity funded by the four Inns of Court. The work of the ICCA is undertaken by a professional staff led by the Dean. It is overseen by the ICCA's Board of Governors, which reports to COIC.

In addition to its well-established programme of advanced training for qualified practitioners and its publications, the ICCA has developed an innovative course (the ICCA Bar Course) for students who wish to qualify as barristers. The ICCA Bar Course has received substantial financial backing from the Inns of Court. It aims to reduce the present high cost of qualification and to

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widen the diversity of recruits to the profession. The first cohort of students began the Course in September 2020 undertaking the first part of the course online.

There are 12 Governors, comprising the Chair, Vice-Chairs, four Governors nominated by each of the Inns of Court, a legal academic, a judicial Governor, one lay Governor who has special expertise in professional education outside the law and one lay Governor with financial expertise.

There are standing sub-committees including the International Committee (providing training abroad), the Finance and Operations Committee and a number of committees that oversee the running of the ICCA Bar Course. Project committees and working groups are established from time to time.

All Governors (including the Vice Chairs) assist the COIC Trustees in guiding the work of the ICCA and setting the strategic direction and priorities, ensuring the ICCA is solvent, well run, avoids unreasonable risk, and that it complies with its governing documents, charity law and other legislation. In particular, Governors:

- provide strategic inspiration, advice and guidance both to the Trustees and to the ICCA volunteer contributors and staff;
- assist the Trustees to support and hold to account the Dean and staff team of the ICCA;
- encourage and support the work of volunteer contributors;
- promote excellence in advocacy and ethical standards;
- plan the direction, development, activities and budget of the ICCA;
- represent the ICCA and promote its work;
- attend events on behalf of the ICCA;
- chair meetings of sub-committees as required;
- ensuring that the ICCA prepares accurate reports and accounts as required by law or the Trustees;
- obtain expert advice when needed;
- assist in the appointment of senior volunteers, staff and Governors when required.

The Vice Chair (Circuits) Role

The Vice Chair (Circuits) will have responsibility for ensuring that the knowledge, skills and expertise of the Circuits are integral to the work of the ICCA. Vice Chairs, where necessary, deputise for the Chair.

Job Description

The Vice Chair (Circuits) will:

- liaise with and promote the work of the Circuits within the ICCA and the work of the ICCA within the Circuits;
- act as a figurehead and spokesperson for the ICCA;
- write articles and papers on behalf of the ICCA;
- host events on behalf of the ICCA;
- deputise for the Chair as required.

Person Specification

Experience & Abilities

The Vice Chair (Circuits) will have demonstrable understanding and successful experience of:

- the work and activities of the Circuits;
- advocacy and advocacy training and, preferably training others to train;
- chairing committees or organisations, particularly organisations concerned with training professional advocates;
- providing visible leadership;
- exercising sound judgment, effective decision making and giving guidance;
- communicating and influencing both verbally and in writing to a high standard;
- driving organisational development in a complex and challenging environment;

- building strong relationships and working collaboratively with a wide range of individuals and organisations;
- developing strategies which result in tangible improvements, particularly in the training of advocates;
- applying the rules and regulations that relate to training advocates.

Motivation and Capacity

The Vice Chair (Circuits) will have a:

- commitment to:
 - the ICCA and a genuine enthusiasm for its purposes;
 - promoting the rule of law;
 - encouraging equality and diversity.
- willingness and capacity to devote the required time and effort to the role.

Eligibility

The ICCA Scheme of Delegation states that: ‘Save where the Trustees consider that another individual is the best person for the job, the Chair, and Vice Chairs shall be practising members of the Bar.’

Item	Description
Term	Governors are appointed for a three-year term and are eligible to be re-appointed for a second three-year term.
Commitment	The ICCA Governors must meet at least four times a year. They currently meet eight times a year, to ensure the timely progression of business. The Vice Chair (Circuits) will spend significant amounts of time liaising with the wider legal community, the Circuits in particular.
Integrity	All members must act with integrity and avoid any conflicts of interest
Expenses	The role is not paid but reasonable expenses may be claimed.