



The Inns of  
Court College  
of Advocacy

# Job Description and Person Specification

## ICCA LAY GOVERNOR (Professional Education & Training)

The ICCA is the education and training division of [The Council of the Inns of Court](#) (COIC), and works with the profession to provide education, leadership, guidance, and coordination in relation to the pursuit of academic and professional excellence for the Bar. The organisation has three key areas of focus:

1. To promote the highest standards of [advocacy](#) and [professional ethics](#);
2. To train the barristers of the future on the postgraduate [ICCA Bar Course](#), validated by King's College London.
3. To provide high-quality educational and training materials to practising barristers at all levels of seniority.

To achieve its objectives, the ICCA engages with barristers, the Judiciary and other representatives from the profession. The ICCA is comprised of experienced [barristers and academics](#), together with a professional operations team, based in central London.

The work of the College is directed and overseen by an appointed Board of Governors comprising a Chair, Vice-Chairs, representatives from the Inns of Court, a legal academic, a Judicial Governor, and two Lay Governors – one with a background in finance and operations, and the other with expertise in professional education and training. The previous appointee having completed their term of office, the Governors now wish to appoint a new **Lay**

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**Governor (Professional Education & Training)** to join them and provide informed advice, support and constructive challenge to the ICCA in its work.

- The Governors have established a number of sub-committees to oversee the running of the ICCA Bar Course. One of the sub-committees is the **Examinations Board**, which has academic oversight of ICCA Bar Course examinations, including the ratification of marks and classifications, and the sensitive consideration of mitigating circumstances and appeals presented by students. The Governors wish the person appointed as the Lay Governor (Professional Education & Training) to also act as Chair of the Examinations Board, which has seven hybrid meetings a year.

## The Role

The Lay Governor (Postgraduate Education & Training) will act as a source of expertise in the delivery of vocational and professional education and training. They will serve on both the Board of Governors and its Examinations Board, acting as a conduit between the two and so ensuring that the ICCA's aims and priorities are effectively and appropriately progressed.

## Key Responsibilities

- Advise the Governors on relevant best professional education and training practice employed in other sectors, both directly and through membership of the ICCA Examinations Board;
- Identify and advise on aspects of the ICCA's activities where their own particular skills and experience gained in a professional education or training setting provides them with a particular insight;
- Help shape proposals for the development and activities of the ICCA;
- Ensure the ICCA's consideration of students' performance in their assessments, and the potential impact of medical or other extenuating circumstances on this, is sensitively and rigorously handled.

## Job Description

You will have extensive experience and an in-depth understanding of:

- Working at a senior level in an educational or professional training institution;
- Familiarity and experience with the role of Examination Boards in educational institutions, knowledge of the External Examiner process, and awareness of the issues involved in the consideration of students' mitigating and extenuating circumstances;
- Working as a member of a committee or board;
- Working collaboratively with individuals with very different skill sets.

## Person Specification

- An interest in the work of the ICCA and its key objectives;
- Commitment to promoting equality and diversity;
- Willingness and capacity to devote the required time and effort to the role;
- Successful experience of acting as a member of a board or committee;
- Proven track record of demonstrating professional expertise within a complex and intellectually demanding setting;
- Proven track record of exercising sound judgment and effective decision making;
- Ability to think strategically, and to identify and promote an organisation's priorities;
- Make decisions and give guidance;
- Communicate and influence both verbally and in writing to a high standard;
- To be eligible to be appointed a Lay Governor, applicants must have never been authorised to conduct reserved legal activity (such as barristers or solicitors).

Item	Description
<b>Term</b>	Governors will be appointed for a three-year term and are eligible to be re-appointed for a second three-year term.
<b>Commitment</b>	<p>The ICCA Governors must meet at least four times a year. At present they currently meet eight times a year, to ensure the timely progression of business.</p> <p>The ICCA Examinations Board meets seven times a year.</p>
<b>Integrity</b>	All members must act with integrity and avoid any conflicts of interest
<b>Expenses</b>	<p>All members may claim reasonable expenses.</p> <p>The lay Governor is eligible to claim an attendance fee of £300 per day (or £150 per half day). No fee is payable for any preparatory or other work or travel time.</p>

Drafted: March 2023.