



The Inns of  
Court College  
of Advocacy

# Job Description and Person Specification

## ICCA ADMINISTRATOR

### **The Council of the Inns of Court**

The Council of the Inns of Court (COIC) is a charity with the object of advancing education in the administration and practice of the law, by promoting high standards of advocacy and by enforcing professional standards of conduct amongst barristers. COIC advances the former through the activities of the Inns of Court College of Advocacy (the ICCA) and the latter through the work of the Bar Tribunals and Adjudication Service (BTAS).

### **The Inns of Court College of Advocacy**

The ICCA promotes the highest standards of advocacy and professional ethics for the Bar, by providing high-quality CPD, education and training materials to practising barristers.

The ICCA now delivers a not-for-profit postgraduate Bar Course which features innovative admissions policies to attract a diverse cohort of students. Features of the course are the high-quality materials and a flexible approach to learning, with the knowledge-based content delivered entirely online prior to students commencing the face-to-face skills course.

#### **The Inns of Court College of Advocacy**

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The Council of the Inns of Court. Limited by Guarantee  
Company Number: 8804708  
Charity Number: 1155640  
Registered Office:  
9 Gray's Inn Square, London WC1R 5JD

# The Role

The ICCA seeks to appoint an **ICCA Administrator** to:

- provide professional and friendly administrative support to all those using the ICCA's services;
- support ICCA students through all stages of their involvement with the ICCA, from prospective applicants through to successful graduates;
- assist with key events delivered by the ICCA for students and barristers;
- ensure all the ICCA's operational activities, finance processing and record-keeping are completed to the very highest standards

This is a varied and dynamic role that will require collaborative working with colleagues across the organisation to help facilitate the successful delivery of our priorities.

## **Key Responsibilities:**

1. To work collaboratively with the other members of the Operations Team to provide an outstanding administrative support service;
2. To act as the ICCA's professional and friendly first point of contact, overseeing the reception desk, handling queries promptly, effectively and discreetly;
3. To provide high quality support to all the ICCA's students - prospective, current and past; communicating with them both individually and en masse, and efficiently handling requests to produce documentation including confirmations of status, etc;
4. To process fee income and outgoing expenditure, raising invoices, resolving payment queries as necessary;

5. To maintain the ICCA's student records, ensuring they are accurate, up to date and verified where necessary, using a variety of systems including Tribal Group's 'EBS' student management software and the HEI Apply applications system;
6. To provide comprehensive support to all ICCA activities including operations, admissions, exams, training events and conferences etc;
7. To input and make changes to the teaching and assessment timetables, as well as handling class change requests and room bookings;
8. To efficiently support and minute committee meetings as required;
9. To ensure the smooth running of the ICCA office;
10. Any other reasonable duties as required, in line with the grade and nature of the role.

### **Person Specification:**

The successful applicant must have:

- Excellent oral and written communication skills, including the ability to communicate with sensitivity and understanding;
- Familiarity with office based administrative practices and procedures;
- Ability to prioritise a balanced and varied workload;
- Attention to detail, producing work which is accurate and of a high quality to tight deadlines and under pressure;
- Willingness to learn, being comfortable asking questions and seeking guidance as needed;
- Ability to learn to use new systems and to become familiar with them in a short time frame;
- Willingness to learn to plan and administer meetings to the highest standards, taking minutes and monitoring progress on actions;
- Flexible and willing to attend occasional early morning, evening and weekend meetings as and when these are necessary;

- Commitment to working as a member of a team in a small but growing organisation.

## **The Contract**

COIC is seeking to appoint the ICCA Administrator on a permanent basis. There will be a six-month probationary period.

Attendance is required in the office a minimum of **three** days a week.

- Salary £26,000 per annum, depending on skills and experience.
- 25 days paid holiday plus bank holidays PA
- Flexible working arrangements available.
- 15% Defined Pension Contribution by the employer (after 3 months)
- Private Health Insurance (after completion of probation).
- Death in Service Benefit

Location: The ICCA is based at 14 South Square, Gray's Inn, London WC1R 5JJ.

The ICCA values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent and free from unlawful discrimination.