



The Inns of  
Court College  
of Advocacy

# Job Description and Person Specification

## Bar Course Design Assistant

### **The Council of the Inns of Court and the Inns of Court College of Advocacy**

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, including promoting high standards of advocacy. COIC advances this principally through the activities of the Inns of Court College of Advocacy (ICCA) which provides leadership, guidance and co-ordination in relation to the pursuit of excellence in advocacy and professional ethics for barristers. The role of the ICCA now includes the initial vocational training of barristers.

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

The ICCA course is a flexible and blended programme that utilises both online and face-to-face components with a strong focus on high standards in both parts of the course. The course is delivered by way of 2 cycles in each academic year.

## **The Role**

The ICCA seeks to appoint a Bar Course Design Assistant (DA) to support various projects across the ICCA.

Principally, the DA will provide support to an experienced Course Design Team of qualified Barristers and Academics in the design, updating and quality assurance of its course materials, as well as to assist in marketing and related activities.

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

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Knowledge of criminal and civil procedure is essential. The ICCA are keen to recruit an individual with the ability to think about how material can be delivered effectively to an online audience and how current materials can be improved.

The DA will take on a significant role in working with the Directors of Online Learning to ensure that materials are up to date and ready for deployment for the Parts 1 & 2 Bar Course cycles. From time to time there will also be projects involving other training materials.

The DA will also assist the Vice-Dean in marketing and recruitment activities, including taking part in webinars and other online and face-to-face marketing events and attendance at Pupillage and Law Fairs, to provide information to prospective students about the ICCA Bar Course.

To succeed in this aspect of the role, the DA will be comfortable with appearing on camera and communicating in person before diverse audiences and providing information and assistance with care and enthusiasm.

The DA will take an active supervisory and administrative role in the School Exclusion Project (SEP) by working closely with ICCA Bar Course students who provide representation under this scheme to challenge permanent school exclusion. Full SEP training will be provided.

**The DA will be a recently qualified Bar Course graduate. The role will be a 12-month fixed-term contract.**

## **Key Responsibilities:**

Reporting to Directors of Online Learning, the DA will have responsibility for:

### **Supporting the Course Design Team by:**

- Proof reading and editing course content.
- Updating existing materials to ensure that references to legal textbooks are current and correct.
- Reviewing questions prepared by external question writers.
- Contributing ideas for the redesign and/or replacement of learning assets, so as to continuously improve the student experience.
- Drafting course materials under the supervision of the Academic Team.

**Supporting the Directors of Online Learning by:**

- Reviewing course materials on the ICCA's VLE.
- Coordinating and managing content testing/piloting and quality assurance.
- Undertaking such other tasks, appropriate to the role, as required by the Directors of Online Learning.

**Supporting the Vice-Dean by:**

- Attending recruitment fairs and marketing events.
- Appearing on webinars and other online events.
- Providing information to prospective students about the ICCA Bar Course, including the student experience on the ICCA Bar Course.
- Providing additional marketing and recruitment assistance as reasonably required.

**Supporting the Vice-Dean and School Exclusion Project by:**

- Maintaining oversight of referral cases through the School Exclusion Project (SEP) Project Management System.
- Liaising with and providing support to ICCA Bar Course student SEP representatives.
- Attendance at SEP training events.
- Providing information to prospective students about SEP opportunities at the ICCA.

## Person Specification:

The successful candidate, in addition to being a recent graduate of the Bar Course, will have:

- Up to date knowledge of Criminal and Civil Litigation as well as a good understanding of basic legal principles. Some practical legal experience would be advantageous.
- The ability to conduct legal research thoroughly and efficiently.
- Excellent written and oral communication skills and the ability to present complex information regarding litigation in a clear and concise manner.
- Excellent attention to detail in all respects and an ability to proof-read and edit teaching materials.
- A high degree of competence when using MS Office, particularly MS Word, Excel and PowerPoint.
- Good interpersonal skills, particularly listening and responding constructively to other team members' ideas and a willingness to be open about concerns and expressing disagreement constructively.
- A demonstrable track-record of working alone and managing workload.
- A collaborative approach to working and be willing to support other team members.
- A flexible approach, including the willingness to attend early morning and evening meetings as required.
- The ability to work to and manage deadlines effectively.
- Experience of learning online and the use of online learning environments in Higher Education.

## The Contract

COIC is seeking to appoint the DA on a 12-month fixed-term contract. There will be a one-month probationary period.

- Salary £27,500 per annum
- 25 days paid holiday plus bank holidays
- Death in Service Benefit (upon successful completion of probationary period)
- 15 % Defined Pension Contribution by the employer (after 3 months)

- Eligibility for Private Health Insurance (after successful completion of probationary period).

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

Flexible working arrangements may be agreed with the ICCA Directors of Online Learning once an appointment has been made.

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