**CHAMBERS ADMINISTRATOR**

**JOB DESCRIPTION**

1. Provide general administrative support to the Chambers Director, Members of Chambers and the Practice Managers.

Reception and conferencing facilities

1. Act as the receptionist for Chambers, meeting and greeting guests arriving for conferences including arranging refreshments, and arranging the conference facilities for meetings and seminars.
2. Ensure that the conference facilities are kept clean and tidy, that they are cleared after each conference or internal meeting and that they are equipped with whatever stationery and equipment is required.
3. Maintain the diary system for conference facilities (both in person and remote).
4. Make arrangements for remote meetings and Court hearings where requested by members and circulate details.
5. Assist with the organisation and running of marketing events within Chambers and remotely including making the necessary bookings, helping to publicise the events, arranging invitations, producing slides and other materials and helping at the event itself.

Support to Chambers Director

1. Update the Chambers website and social media channels.
2. Ensure that Chambers is fully stocked with stationery and other items required by members and staff, and that it is kept clean and tidy.
3. Liaise with the Middle Temple about any work required within Chambers and ensure that it is completed.
4. Assist new and departing members in making arrangements to transfer their practice, and notifying relevant bodies.
5. Maintain an up to date contact list for all members and staff.

1. Keep compliance records for all members of:
* Bar Council registration;
* Bar Mutual insurance;
* Any disciplinary proceedings;
* ICO registration;
* Training completed;
* Direct access registration.
1. Arrange for scanning and storage of papers at the end of matters, and ensure that papers are confidentially disposed of in accordance with Chambers GDPR policy.
2. Arrange and diarise meetings within and outside Chambers.
3. Arrange pupillage interviews, including liaising with members on the panel and applicants to finalise suitable times.
4. Arrange interviews for tenants and those applying for appointment with Chambers.

1. Maintain details of all contracts for goods and services which Chambers enters into, and diarise reviews of those contracts in advance of their end date.

Support to members

1. Cover the work of the Junior Clerk when they are away including:
* Print and file papers and bundles which are received from solicitors and direct access clients;
* Open, book in and distribute incoming letters, briefs and instructions;
* Chase papers in advance of hearings and conferences and forward to members when received;
* Assist Practice Managers with checking and dealing with emails received into the clerks@5pumpcourt.com email address when necessary;
* Lodge skeleton arguments / authorities with the relevant courts.
1. Liaise with direct access clients to obtain information relating to the case, forward this to members, send out client care letters and chase payments on account of costs.
2. Arrange practice meetings between members, Chambers Director and Practice Managers, and produce reports in advance of those meetings.
3. Produce reports for members as required (for example BMIF reports in advance of insurance renewal periods).

Fees

1. Assist the Chambers Director and Fees Clerk with chasing aged debt, particularly privately paying debt, and by ensuring all chaser letters are sent.

1. Other tasks reasonably delegated by the Chambers Director.

March 2021

**PERSON SPECIFICATION**

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| 1 | Previous experience as an Administrator (or equivalent role) in a busy, professional services environment, and ability and willingness to undertake a range of administrative procedures.  | Essential |
| 2 | Interest and experience of working within the legal profession, and particularly with the self-employed Bar | Desirable |
| 3 | Strong intellectual ability, with excellent numerical and literacy skills.  | Essential |
| 4 | Good knowledge of Word, Excel, Outlook and Powerpoint.  | Essential |
| 5 | Knowledge of Advanced/MLC, social media platforms including Twitter and LinkedIn and web platforms. | Desirable |
| 6 | Strong written and oral communication skills and the ability to produce accurate work. | Essential |
| 7 | An organised, efficient approach to work and the ability to produce work in accordance with agreed deadlines. | Essential |
| 8 | Tact, discretion and experience of working in environments where information must be kept confidential. | Desirable |
| 9 | Ability to communicate in a polite, friendly and helpful manner in person, on the telephone and by email.  | Essential |
| 10 | Self-motivated, hard-working and a good team player | Essential |