



The Inns of  
Court College  
of Advocacy

# Job Description and Person Specification

## EXAMS AND EVENTS MANAGER

### 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, 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 role of the ICCA has recently expanded to include the initial vocational training of barristers.

### The Role

The ICCA is seeking to appoint an Exams and Events Manager to have lead responsibility for all the ICCA's event-related activities, providing friendly and highly effective support. They will be responsible for organising and successfully delivering an extensive and varied programme of exams, assessments and events for both students and practitioners.

### Key Responsibilities:

Reporting to the Head of Operations, the Exams and Events Manager will have responsibility for:

#### 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

- Leading the delivery of all student assessments, including multiple-choice examinations for students, both online and pencil-and-paper (as appropriate). This includes planning ahead to ensure sufficient capacity and venues are sourced across the UK.
- Organising practical assessments of students' advocacy skills in mock courtroom trials, including arranging actors and venues to demanding schedules. Acting as the operational lead for these exams, working alongside colleagues from the registry and academic teams.
- Ensuring special arrangements are made for students with disabilities and other needs to take examinations, ensuring parity with other students.
- The smooth delivery of all ICCA events (both virtual and in-person), including the coordination of training events, conferences and lectures.
- Managing all operational aspects of delivery of the ICCA's Selection Events (including interviews and advocacy exercises) for its prospective students.
- Managing the delivery of International training courses and events including the organisation of flights, transfers, accommodation and visas; as well as working closely with overseas organisations and their staff.
- Organising the recruitment and management of teams of barristers, judges and volunteers to assist with the delivery of events and training.
- Coordinating the production of training and promotional films including organising script writers, actors, venues and liaison with production companies. Leading on logistics before, during and after filming.
- Providing effective support to delegated committees, including ensuring the preparation and circulation of agendas and papers, producing minutes, and driving progress by following up and reporting on agreed action points as appropriate.
- To assist other members of the COIC team with general administrative and event support as necessary.
- Line manage members of the Operations team as required, developing them and supporting them achieving their objectives;
- Any other reasonable duties as required, in line with the grade and nature of the role.

### **Person Specification:**

- Demonstrable experience in the successful delivery of both large- and small-scale assessments or events; preferably gained through vocational experience in the Higher Education sector;
- Experience of providing proactive and high-level support in a busy and complex organisation, including handling a wide variety of activities and prioritising these effectively;

- A collaborative approach that maintains strong a working partnership between administration and academic functions.
- Excellent management and calm problem-solving skills, with the ability to analyse complex issues in a systematic and logical manner as part of a team, identify the most appropriate response, and the confidence to propose and champion solutions;
- Strong interpersonal skills, including the ability to forge relationships with people across all levels of the organisation, and understand the needs of varied stakeholders.
- A desire to provide an excellent student/customer experience.
- Confident using initiative, and comfortable to act decisively within agreed limits.
- Excellent communication skills, both oral and written, including the ability to communicate at all levels with discretion;
- Flexible and willing to attend early morning and evening meetings and events as and when these are necessary as well as occasional weekends.
- Commitment to working as a member of a team, learning from others and sharing expertise, in a small but growing organisation.

## The Contract

COIC is seeking to appoint the Exams and Events Manager on a permanent full-time contract.

There will be a six-month probationary period.

- Salary £40,000 per annum.
- 25 days paid holiday plus bank holidays.
- 15% Defined Pension Contribution by the employer.
- Death in Service Benefit.
- Private Health Insurance.

**Location:** The ICCA is currently based at 33 Chancery Lane, London WC2A 1EN and will soon be relocating to 14 South Square, Gray's Inn, London WC1R 5JP. A flexible working policy is available.

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