The Inns of Court College of Advocacy

Director of Admissions and Professional Services

Job Description & Person Specification

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 delivers a not-for-profit postgraduate Bar Course which features innovative admissions policies to attract a diverse cohort of students, and provides high-quality CPD, education and training materials to prospective and practising barristers.

The Role

The ICCA seeks to appoint a **Director of Admissions and Professional Services** (DAPS)**.** This is a senior role and key to ensuring the successful and sustainable delivery of the ICCA's educational activities. Being a member of the ICCA's Senior Leadership Team, the DAPS will:

- Contribute to the provision of strategic leadership for the operational delivery of the ICCA's work, ensuring that efforts are directed towards supporting the ICCA's educational mission and strategic ambitions, and enhancing its learner experience.
- Oversee and direct the ICCA's student outreach, selection and admissions efforts.

Key Responsibilities:

- Provide strategic oversight and leadership of the ICCA's professional services throughout the entire Bar Course student journey, including:
    - Outreach
    - Admissions and selection
    - Registry functions including student support
    - Student experience and assessment
    - Quality assurance and regulatory compliance
- Embed student recruitment and progression strategies that deliver sustainable student numbers whilst maintaining academic standards and regulatory compliance.
- Contribute to the development and implementation of the ICCA's Strategic Plan and Teaching and Learning Strategy.
- Ensure that operational priorities align with and support educational excellence, championing a culture of continuous improvement.
- Develop marketing and communications initiatives for Bar training that promote and enhance the reputation of the ICCA.
- Provide assurance to the Board of Governors that institutional risks are identified, monitored and appropriately managed.
- Leadership and responsibility for delivery of assigned projects, reports and other similar activities.
- Maintain oversight of institutional policies relating to admissions, student administration and operational governance, and ensure all operational practices comply with relevant regulatory and legislative requirements.
- Maintain productive relationships with external stakeholders, representing the ICCA at conferences, events, outreach activities and meetings where necessary.
- Any other reasonable duties as required.

Person Specification:

- Significant experience in a senior leadership role within higher education, professional education or a comparable organisation.
- Knowledge of the Bar training framework and legal education.
- The ability to operate confidently at executive and Board level.
- Confidence representing the organisation externally.
- Sound understanding of higher education regulation and quality assurance.
- Understanding of student lifecycle management.
- Experience of organisational planning, governance and risk management.
- Ability to inspire, motivate and develop others, while delegating effectively.
- Excellent interpersonal and influencing skills.
- Outstanding written and verbal communication skills.
- Ability to build effective relationships with a wide range of stakeholders.

The Contract:

- Salary £90,000 per annum.
- 25 days paid holiday plus bank holidays.
- Death in Service Benefit.
- Generous Defined Pension Contribution by the employer (after 3 months).
- Private Health Insurance (after completion of three months probationary period).

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

We offer flexible hybrid working, with an expectation that employees spend a minimum of 50% of their time working from the office.

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