

ROLE SPECIFICATION: Advanced Diploma in Applied Employment Law Co-Ordinator

Role Overview

Job title: Advanced Diploma in Applied Employment Law Co-Ordinator

Hours: Part Time 2 Year Fixed Term

Reporting to: Dean

Location: Henrietta Street, Dublin 1, D01 KF59.

Closing date: 5pm on Friday 5th June 2026

About Us

The Honorable Society of King's Inns (King's Inns), established in 1541, is Ireland's Oldest School of Law and one of Ireland's significant historical environments.

Today, King's Inns is an independent educational institution renowned for professional legal education and training. King's Inns is the Irish 'Inn of Court', training and admitting legal professionals who wish to be awarded the degree of Barrister-at-Law necessary to be called to the bar by the Chief Justice of Ireland. As well as educating future and qualified barristers, the school extends its reach to a diverse community of people from legal and non-legal backgrounds offering a range of accessible part-time courses in specialist areas of the law.

Our reputation is international, and eminent graduates include former Presidents of Ireland, Taoisigh, politicians, leading academics, many leaders, and advocates across other professions, and, of course, judges and barristers in practice throughout the English-speaking world. King's Inns history is significant with a diverse legal and cultural heritage and a Library that houses over 110,000 volumes. We actively preserve and showcase our heritage and magnificent architecture through the many cultural and arts projects we operate.

Our mission is to excel in the provision of both professional and academic legal education and training, and to develop and nurture lifelong relationships with our entire membership.

Our Vision is to further develop King's Inns as a modern twenty-first century institution, which is a centre of excellence in the provision of legal education and training, and to have a value and significance for its membership who promote the importance of the rule of law in a modern democracy.

Governed by our Trustees and members of Council, King's Inns is a registered charity
www.kingsinns.ie

Background Information

This Advanced Diploma is a part-time programme delivered primarily online via Zoom with a small number of in-person sessions. It offers participants the opportunity to obtain a unique qualification – the King’s Inns Advanced Diploma in applied employment law.

This course provides participants with a comprehensive practical knowledge of employment law, which will be relevant to professionals who are involved in advising on workplace rights and obligations, disciplinary and grievance processes, contracts of employment, equality issues, dismissal, and related employment matters.

On successful completion of the programme, the participants will have the knowledge required to explain and apply relevant statutory, common law and other provisions. They will be better able to evaluate, criticise and defend legal arguments on matters of applied employment law.

This course takes place in an online format only, live via Zoom, with recordings of lectures available after class is over. The programme runs over a period of approximately 20 weeks. Lectures are generally on Thursdays from 8.30am to 9.45am, with some in-person/Q&A sessions running until 10.00am. The Mock Labour Court hearing takes place on an afternoon.

Course Start Date: October 2026; note that the incoming coordinator may be asked to finalise the supplemental assessment for August 2026.

Course Content

- Introductory online meet and greet
- Introduction to Irish Employment Legal System
- The Contract of Employment
- Atypical Employment
- Statutory provisions including Protective Leave and Organisation of Working Time
- Other statutory provisions including Pay and Pensions
- Regulated, Civil Service and Public Sector Employment to include Judicial Review
- Data Protection and Employment Law
- Health and Safety Law
- Equality I
- Equality II
- Grievance and Disciplinary Investigations
- Bullying and Harassment in the Workplace
- Privacy, Technology and Social Media
- Trade Union Law and essentials for non-unionised companies
- Live tutorial covering what students need to know for approaching the assignment
- Termination of Employment – Unfair Dismissal and Redundancy
- Wrongful Dismissal and Injunctions
- Whistleblowing
- Transfer of Undertaking Regulations and Insolvency
- Restraint of Trade and Confidentiality Clauses
- Workplace Relations Commission: Practice and Procedure and Statutory Appeals
- Interactive Q&A sessions with networking
- Mock Labour Court
- In-person, closed book, invigilated multiple choice assessment

Assessment and Accreditation

This is a professional development course. It is awarded independently by The Honorable Society of King's Inns and delivered by highly experienced practitioners in the field of applied employment law.

Key Responsibilities

The Co-Ordinator will be required to coordinate all aspects of the day-to-day running of the Advanced Diploma in applied employment law. The Co-Ordinator will report to the Dean.

In addition to the duties and responsibilities listed below, the Co-Ordinator will be required to perform other duties as may be assigned to him/her from time to time by the Dean.

Main Duties:

The duties of the successful applicant will include (but are not limited to):

- Setting / updating the timetable for the Advanced Diploma;
- Booking, co-ordinating and managing lecturers and guest speakers on an on-going basis;
- Using e-learning software as directed by King's Inns; this will include facilitating the recording of the coordinator's own teaching for use in distance learning and the copyright of these recordings will be retained by King's Inns;
- Setting the final assessments for students leading to the award of the advanced diploma by the Society (the assessment for this programme is currently a multiple choice examination, so no marking is required but careful question design is);
- Updating and revision of educational materials the copyright of which will be retained by King's Inns;
- Exercising quality control of assessment(s) and course materials drafted by other lecturers on the course;
- Applying King's Inns Quality Assurance procedures in respect of all aspects of the course, including teaching;
- Conducting all aspects of the administration of the course (including booking of lecturers; publication of lecturers' notes and course materials on Moodle; ensuring that course materials are delivered to students on time and in the requisite format);
- Management of the Moodle course area for the subject;
- Answering queries from students and prospective students specific to the course;
- Setting and adhering to deadlines in line with the requirements of King's Inns, and ensuring that other members of the Advanced Diploma in applied employment law faculty also adhere to those deadlines;
- Engaging in the overall promotion and marketing of the Advanced Diploma in applied employment law on an on-going basis;
- Participation in and engagement with any training which may be provided.

Requirements, Skills, and Attributes

- Be an employment law specialist barrister with extensive experience of employment law practice;
- Be able to commit to the time required to co-ordinate the programme to ensure its

- delivery to the King's Inns standards;
 - Possess experience of working with adult learners;
 - Have excellent planning, organising and co-ordinating skills;
 - Hold experience of carrying out organisational and administrative duties;
 - Be a good communicator;
 - Have good computer skills (including knowledge of the main programmes such as Word, PowerPoint, online legal databases and videoconferencing software);
 - Be able to produce high quality materials to deadlines and to King's Inns' specification.
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Desirable

- Possess experience of lecturing on the King's Inns advanced diploma in Applied Employment Law
 - Possess experience of teaching law at third level or above;
 - Possess experience of setting and marking assessments for adult learners;
 - Experience of delivering educational material in a hybrid or online environment;
 - Experience in using Moodle or a similar virtual learning environment.
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How To Apply:

Submit a cover letter setting out how you meet the requirements along with your CV to hr@kingsinns.ie. Your covering letter must not exceed 2 pages. Applications must be submitted by 5pm on Friday 5th June 2026.

Any queries on the role or application process can be sent to hr@kingsinns.ie.

King's Inns is an Equal Opportunities Employer.

Data Protection:

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts. Our Data Protection Statement can be found on our website [here](#).