

ROLE SPECIFICATION: Assistant Coordinator, Advanced Diploma in Judicial and Quasi-judicial Decision-making

Role Overview

Job title: Assistant Coordinator, Advanced Diploma in Judicial and Quasi-judicial Decision-making

Hours: Part Time, 1 Year Fixed Term

Reporting to: Programme Coordinator and Dean

Location: Henrietta Street, Dublin 1, D01 KF59.

Closing date: 5pm on Friday 28th August 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

The Advanced Diploma in Judicial and Quasi-judicial Decision-making is a part-time programme delivered primarily online via Zoom, with a number of in-person sessions at King's Inns. It is designed to provide learners with an insight into the principles governing fair and impartial decision-making at judicial and quasi-judicial levels, with a particular focus on the Irish context and appropriate reference to European law and other jurisdictions.

The programme develops learners' knowledge and understanding of a decision-maker's powers and the limits of those powers, while also providing competence-based training in the core skills required of judicial and quasi-judicial decision-makers. It addresses due process, impartiality, ethics, independence, evidence, hearing management, decision-making, written decisions and related practical skills.

The programme is suitable for people with legal or non-legal backgrounds who have relevant experience and who wish to deepen their understanding of fair, impartial and robust decision-making in judicial and quasi-judicial contexts.

The programme is delivered over six teaching weekends. Classes take place primarily online, with a small number of in-person, livestreamed and/or recorded sessions at King's Inns. Teaching includes lectures, workshops, tutorials, moderated discussion and small-group work. The programme includes three individual take-home assignments, two written assignments and one audio-visual recorded assignment.

Course Start Date: October 2026. The appointment is a one-year fixed-term appointment, intended to support the Programme Coordinator and the Dean in the planning, coordination, delivery, assessment and ongoing quality assurance of the programme across one academic cycle.

Course Content

- Principles of due process from a judicial and quasi-judicial perspective
- The nature of judicial power and the source and limits of decision-making powers
- The judicial and quasi-judicial landscape
- Impartiality, ethics, independence, bias and recusals
- Evidence, including admissibility, burden and standard of proof, expert evidence and working with interpreters
- Managing the dynamic of the hearing, including vulnerable and challenging witnesses
- Opening and managing hearings, mock hearings and tutorial-based skills development
- Making and recording decisions, including ex tempore and written decisions
- Analysis of written decisions and decision-making processes
- Three individual take-home assessments

Assessment and Accreditation

The programme is awarded independently by The Honorable Society of King's Inns and delivered by members of the judiciary, practising lawyers, tutors and other subject specialists with expertise in judicial and quasi-judicial decision-making, evidence, ethics, hearing

management and written decision-making.

Key Responsibilities

The Assistant Coordinator will support the Programme Coordinator and the Dean in the planning, coordination, delivery, assessment and ongoing development of the Advanced Diploma in Judicial and Quasi-judicial Decision-making. The role is expected to involve approximately 40% of the overall coordination work required for the programme.

The Assistant Coordinator may also be asked to carry out marking, teaching, materials design, assessment development, tutorial support and other programme-related work, as assigned by the Programme Coordinator and/or the Dean.

Main Duties:

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

- Supporting the Programme Coordinator in setting, updating and managing the timetable for the Advanced Diploma;
- Assisting with booking, coordinating and managing lecturers, tutors, guest speakers and tutorial groups on an ongoing basis, including managing live online sessions;
- Using e-learning software as directed by King's Inns, including Moodle, Zoom and related tools used to support online, livestreamed and recorded teaching;
- Supporting the development, review and administration of programme assessments, including take-home written assignments and audio-visual recorded assignments;
- Marking assessments, where requested, in accordance with King's Inns assessment procedures, marking criteria and quality assurance requirements;
- Assisting with quality control of assessments, course materials, tutorials and learning resources prepared by lecturers, tutors and other contributors;
- Applying King's Inns Quality Assurance procedures in respect of all aspects of the course, including teaching;
- Assisting with programme administration, including lecturer liaison, publication of materials on Moodle, communication with learners and ensuring that materials are delivered on time and in the required format;
- Management of the Moodle course area for the subject;
- Responding to student and prospective student queries specific to the programme, escalating matters to the Programme Coordinator or Dean where appropriate;
- Supporting teaching, tutorials, workshops, assessment preparation and materials design, where requested and where appropriate to the appointee's expertise;
- Supporting the promotion and marketing of the Advanced Diploma in Judicial and Quasi-judicial Decision-making on an ongoing basis;
- Participation in and engagement with any training which may be provided.

Requirements, Skills, and Attributes

- Be a barrister with relevant expertise in judicial or quasi-judicial decision-making;
- Be able to commit to the time required to carry out approximately 40% of the coordination work for the programme and to support delivery to 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.

Desirable

- Possess experience of lecturing, tutoring, coordinating or contributing to the King's Inns Advanced Diploma in Judicial and Quasi-judicial Decision-making or a comparable programme;
- Possess experience of teaching law, adjudication, decision-making, evidence, ethics, hearing management or related subjects at third level or equivalent professional level;
- Possess experience of setting, reviewing or marking written, oral, recorded or skills-based 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.

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 28th August 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](#).