Application Form

Barrister-at-Law Programme Coordinator

How to Apply

- The completed form must be emailed to hr@kingsinns.ie by **10.am Irish time) on 23 November 2026**.
- Applications must be submitted using this application form. Applications submitted in any other format may not be considered.
- All sections of the form must be completed. Failure to provide sufficient information may affect shortlisting.
- Late applications will not be accepted. The time at which King's Inns receives the email is definitive.
- Shortlisted applicants will be invited to interview. Interviews are expected to take place in **late November 2026**, in person at King's Inns.
- Canvassing will disqualify.

Procedure Following Application

- King's Inns will review applications against the criteria for the role.
- Applicants shortlisted for interview may be asked to provide further information or documentation.
- The successful applicant will be required to provide satisfactory references and any other information reasonably required before appointment.

1. Position Applied For

Please tick the role or roles for which you wish to be considered. You may tick both roles if you wish, but your application should show clearly how you meet the requirements of each role selected.

☐	Barrister-at-Law Programme Coordinator (Civil Practice)

2. Personal Details

Full name		Date	
Address			
Telephone number		Email address	
LSRA Registration Number			

3. Education and Professional Qualifications

College / University / King's Inns / Other	Examination / Qualification obtained and grade, where available	Dates from–to

4. Year of Call and Practice Experience

Year of Call to the Bar: _____

Years in practice as a barrister: _____

***Additional information can be added on an extra sheet attached to the application if required.**

5. Relevant Practice Experience

Please outline your practice experience relevant to the role or roles selected above. Please include your areas of practice, duration and recency of experience, courts or tribunals before which you appear, level and complexity of work, and examples showing how your practice experience is relevant to Civil Practice and/or Criminal Practice, as applicable.

6. Programme Coordination, Course Delivery and Professional Education Experience

Please describe any experience you have in coordinating teaching, training, assessment, tutors, markers, course materials, programme delivery, professional education activity, or related academic administration. Please include examples of planning, organising, briefing, communicating, managing deadlines, supporting consistency, and resolving operational issues.

7. Barrister Competencies and Professional Legal Education

King's Inns trains students in the required competencies of a barrister. Please set out how your practice experience, teaching experience or professional training experience has allowed you to develop your own knowledge and practical understanding of those competencies, and how you would support students to develop them.

8. Teaching, Assessment and Feedback Experience

Please provide details of your law teaching, professional training, examination, assessment, marking, moderation, advocacy training or CPD experience. Please include the institution or organisation, subjects or skills taught, dates, approximate class or group sizes, and your role.

9. Role-Specific Suitability

Please use this section to explain how your experience matches the particular role or roles for which you are applying. If you have ticked both roles, please address each role separately.

- For the Civil Practice role, please address your substantial and recent civil practice experience, your ability to keep Civil Practice teaching current with developments in civil law, practice and procedure, and any experience in drafting, advocacy, negotiation, civil mock trials, conveyancing or related civil practice teaching or assessment.
- For the Joint Criminal Practice and Programme Delivery role, please address your substantial and recent criminal practice experience across a range of courts, your ability to support Criminal Practice teaching, and any experience relevant to Intensive Advocacy, Irish Legal Terminology, Alternative Dispute Resolution, Practice Management or Specialist Option subjects.

10. IT, Online Learning and Administration

King's Inns delivers the Barrister-at-Law Degree Programme using a hybrid model. Please demonstrate your proficiency in using IT platforms and e-learning tools, including Microsoft Office, Zoom, online legal databases, virtual learning environments, shared files, assessment systems or other relevant systems.

11. Teamwork, Relationship Management and Communication

Please provide practical examples that demonstrate your ability to work in a team, give and receive feedback, manage relationships, communicate clearly, and work constructively with students, tutors, staff, management and external stakeholders.

12. Quality Assurance, Course Development and Academic Coordination

Please outline any experience you have in course design, curriculum development, programme review, quality assurance, academic administration, tutor coordination, assessment coordination, moderation, standard setting, student feedback, or continuous improvement activity.

13. Additional Qualifications, Courses and Conferences

Please provide details of additional qualifications, courses, conferences or professional development activities relevant to this role, including post-qualification advocacy training, teaching and learning training, assessment training, leadership development, management training or related professional education activity.

14. Any Other Relevant Information

Please provide any other information in support of your application.

15. Referees

Please supply two work-related referees below. Please include your current or most recent employer, direct manager, instructing solicitor, senior colleague, academic supervisor or other person who can comment meaningfully on your suitability for this role.

Name	Position and organisation	Relationship to you	Contact details

May we contact your referees immediately?

_____

16. Interview Arrangements

If invited to interview, please give details of any special arrangements required.

17. Declaration

- In submitting this application form, I declare to the best of my knowledge and belief that all particulars I have given are complete and true.
- I understand that any false declaration, misleading statement or significant omission may disqualify me from being considered for appointment and may render me liable to dismissal if appointed.
- I understand that any offer of appointment is subject to satisfactory references and any other checks or requirements determined by King's Inns.
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Name of Applicant: _____

Date: _____

Please note that all personal data will be treated as confidential and processed in accordance with King's Inns' Data Protection Statement.

King's Inns is an equal opportunities employer.