

Barrister-at-Law Programme Coordinator (Civil Practice)

King's Inns is seeking to appoint a full-time Barrister-at-Law Programme Coordinator (Civil Practice) to play a key academic, professional and organisational role in the planning, delivery, assessment, development and quality assurance of Civil Practice teaching within the Barrister-at-Law Degree Programme.

The role supports the Dean of the School of Law in ensuring that Civil Practice teaching and related programme-delivery activities are coherent, current, professionally delivered, appropriately assessed and aligned with the competencies expected of practising barristers.

Key details

Job title	Barrister-at-Law Programme Coordinator (Civil Practice)
Contract type	Full-time, two-year fixed-term contract
Expected start date	14 September 2026, or earlier if feasible
Location	King's Inns, Henrietta Street, Dublin 1, and such other locations as may reasonably be required by King's Inns
Salary and Benefits	€75,000–€80,000 per annum, commensurate with experience Employer pension contribution, annual and other statutory leave, car parking
Working arrangement	Primarily on site, with occasional working from home permitted where appropriate, for example when teaching online or marking assessments. Weekend work will be required at particular points in the academic year, reflecting the delivery pattern of the modular programme and related programme activities. Time off in lieu will apply in accordance with King's Inns arrangements.
Reporting line	The role reports to the Dean of the School of Law, or to such other person as may be nominated by the Dean in relation to all or some of the role's duties
How to apply	By completion of an application form, to be made available by King's Inns Closing date: 5pm (Irish time) on Friday 21 August 2026

About the role

The Barrister-at-Law Programme Coordinator (Civil Practice) will coordinate and contribute to the delivery of Civil Practice teaching on the Barrister-at-Law Degree Programme, in both its full-time and modular formats, working with the Modular

Coordinator in respect of some elements of civil practice delivery. The work includes planning and developing teaching materials, coordinating tutors and markers, teaching and assessing students, supporting quality assurance activity, and helping to ensure that the Civil Practice component of the programme reflects current law, practice and professional standards.

This is a significant academic coordination role for a practising barrister with substantial civil practice experience, strong professional standing, and a commitment to high-quality professional legal education.

Full-time delivery takes place mostly on weekdays, while modular delivery takes place mostly at weekends.

In addition to Civil Practice, the post-holder will support the coordination of related programme-delivery areas as required, working with subject-matter experts, tutors, administrative colleagues and external contributors as appropriate.

The role also consolidates Civil Practice-related responsibilities that are integral to the teaching, skills development and assessment systems, including drafting workshops, civil mock trials, civil intensive advocacy, homework marking and design and updating of tutor and learner materials.

Main responsibilities

- Manage and coordinate the Civil Practice component of the Barrister-at-Law Degree Programme, including planning, delivery, assessment, tutor coordination and ongoing development.
- Coordinate Civil Practice teaching across relevant elements of the programme, including the foundation course, civil practice course, drafting workshops, civil mock trials and (if required) civil intensive advocacy sessions.
- Coordinate conveyancing teaching and related materials, assessment and tutor arrangements as part of the Civil Practice component of the programme.
- Coordinate homework marking, tutor bookings, materials oversight and related assessment or feedback processes.
- Coordinate, or support the coordination of, related programme-delivery areas as required, including tutor booking, tutor briefing, materials oversight and liaison with subject-matter experts.
- Provide tuition on the full-time and modular Barrister-at-Law Degree programmes to a high professional and academic standard, including teaching and assessing written and oral legal skills.
- Ensure that Civil Practice teaching and learning materials are accurate, current, professionally appropriate, and produced and distributed on time.
- Prepare, review and update course manuals, assessments, mock papers and related course documentation.
- Set examinations, homework exercises and other assessments connected with Civil Practice and related skills-based teaching.

- Adhere to the assessment schedules and mark assessments in line with deadlines set by the Registrar.
- Provide teaching cover and assessment support where required.
- Design, review and update Civil Practice materials so that they align with programme learning outcomes, professional competencies and relevant developments in law and practice.
- Prepare assessments, mark written and oral assessments, homework and examinations within stated deadlines, and provide clear, constructive and individualised feedback to students.
- Respond to ongoing student correspondence relating to Civil Practice teaching, assessment, feedback, attendance, materials or other programme-delivery matters, escalating issues where appropriate.
- Organise and run markers' meetings, support marking moderation and standardisation, and help ensure consistency, fairness and academic standards within marking teams.
- Set deadlines for the completion of work by tutors, markers or other members of the tutor panel and follow up as required to support timely delivery.
- Coordinate, brief and support Civil Practice tutors and markers, including checking tutor availability and arranging tutor bookings where required.
- Arrange and attend pre-class meetings with tutors and ensure that tutors have accurate, up-to-date materials and guidance.
- Work with the Dean and Registrar to ensure that tutors are appropriately trained in teaching and assessment.
- Work constructively with the Modular Degree Coordinator to support alignment, communication and consistency between the full-time and modular delivery of Civil Practice teaching, assessment, student support, tutor communication and materials management.
- Attend and participate in Board of Examiners meetings, School team meetings, Faculty Board meetings and other meetings as required.
- Prepare documentation for internal and external quality assurance, contribute to programme review and monitoring activity, and support continuous improvement of Civil Practice teaching and assessment.
- Support the Dean in course development, programme review, quality assurance, tutor development, academic governance and the maintenance of professional standards in Civil Practice education.
- Participate, as required, in academic governance, quality assurance, programme review, monitoring and enhancement processes, including preparation of relevant documentation and contribution to continuous improvement activity.
- Participate in staff development activities and, where required, contribute to Continuing Professional Development courses and other King's Inns activities and programmes.
- Contribute, where required, to related King's Inns activities, including mock trials, demonstration trials, the Solicitor Transfer Course, Continuing Professional Development activity and other professional education initiatives.

- Represent King's Inns at external events or meetings, including relevant quality assurance or professional education events, where required.
- Promote constructive, supportive and professional working relationships with students, tutors, staff, management and external stakeholders.
- Perform other duties assigned by the Dean from time to time, consistent with the nature and seniority of the role.

Person specification

Essential Requirements

- Be a practising barrister, currently registered with the Legal Services Regulatory Authority.
- Have substantial and recent civil practice experience.
- Have experience of teaching law at third level or in a professional legal education setting.
- Have experience of setting, marking or moderating legal assessments at third level or in a professional legal education setting.
- Demonstrate strong knowledge, understanding and practical application of the competencies expected of barristers.
- Have the ability to teach, assess and give constructive feedback to adult learners in a professional legal education setting.
- Be highly organised, with the ability to manage teaching schedules, tutor arrangements, assessment deadlines and course materials.
- Have strong written and oral communication skills and the ability to work collaboratively with colleagues, tutors, students and external stakeholders.
- Be proficient in the use of Microsoft Office, Zoom and online learning systems, with willingness to undertake further training where required.
- Be committed to King's Inns values and policies, including dignity and respect, equality, student support, quality assurance and professional standards.
- Have the ability to exercise independent professional judgment in course delivery, tutor coordination, assessment preparation, marking standards, student feedback, quality assurance documentation and the resolution of operational issues arising during delivery.
- Be able to keep up to date with developments in civil law, practice and procedure relevant to the role and translate that expertise into effective professional legal education for students preparing for practice.

Desirable Experience

- Experience of online or blended teaching.
- A strong academic record.
- Experience of course / programme design, academic co-ordination, skills-based training, advocacy training or professional development activity.
- Experience in delivering training in advocacy, drafting, negotiation or other core skills.

Working arrangements and demands of the role

The role is primarily based within the School of Law at King's Inns, Henrietta Street, Dublin 1, and involves teaching, meetings, preparation, assessment and coordination activity in academic, professional and administrative settings. Some duties may take place online or at other locations reasonably required by King's Inns.

The post-holder will manage multiple concurrent academic, professional and operational demands, including teaching, assessment, tutor and marker coordination, student feedback, course development, programme review, quality assurance, academic governance responsibilities and communication with a range of stakeholders.

The role requires sustained concentration and a high level of accuracy when preparing and reviewing teaching materials, developing assessments, marking scripts, applying marking standards, coordinating tutors and markers, running markers' meetings, carrying out marking moderation and standardisation, preparing quality assurance and programme review documentation, and addressing issues arising during course delivery.

The role involves supporting students in a demanding professional programme, providing constructive feedback on performance, addressing issues of underperformance or concern, and maintaining professional relationships where academic standards and student expectations must be carefully balanced.

Weekend work is an expected part of the role at particular timetabled points in the academic year, rather than on a continuous weekly basis. The working pattern may involve five working days across a seven-day week, depending on programme-delivery requirements. Time off in lieu will be provided in accordance with King's Inns arrangements, though it may not always be possible for such time off to be taken in the same week as the weekend work.

The role also requires careful handling of confidential and sensitive information, including student performance information, assessment materials, marking records, tutor-related matters, quality assurance documentation and information relating to programme planning and review.

Why Join King's Inns?

This is an opportunity to make a meaningful contribution to the education and formation of future barristers. The successful candidate will work within a respected professional education environment, contribute to the development of skills-based legal training, and help ensure that graduates of the Barrister-at-Law Degree are prepared for the responsibilities and standards of practice at the Bar.

Salary and Benefits

The salary for this role is €75,000–€80,000 per annum, commensurate with experience. King's Inns also offers a benefits package that includes employer pension contribution, annual and other statutory leave, parking

How to Apply

Applicants should complete the King's Inns application form and email it to hr@kingsinns.ie by **5.00pm (Irish time) on 21 August 2026**. Applications in any other format will not be considered. Late applications will not be accepted. The time at which the email is received by King's Inns is definitive.

Further information and the application form are available at kingsinns.ie

King's Inns is an equal opportunities employer. All personal data will be processed in accordance with King's Inns' Data Protection Statement.