

Barrister-at-Law Programme Coordinator (Joint Criminal Practice and Programme Delivery)

King's Inns is seeking to appoint a full-time Barrister-at-Law Programme Coordinator (Criminal Practice and Programme Delivery) to play a key academic, professional and organisational role in the planning, delivery, assessment, development and quality assurance of Criminal Practice teaching within the Barrister-at-Law Degree Programme, while also coordinating a range of related programme-delivery areas that support the professional formation of students.

The role supports the Dean of the School of Law by ensuring that Criminal Practice teaching and related programme-delivery activities are coherent, current, professionally delivered, appropriately assessed and aligned with the competencies expected of practising barristers. The successful candidate will work alongside the Joint Criminal Practice coordinator in situ, on criminal practice elements of the role.

Key details

Job title	Barrister-at-Law Programme Coordinator (Joint Criminal Practice and Programme Delivery)
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
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About the role

About King's Inns

The Honorable Society of King's Inns is Ireland's oldest school of law and a leading provider of professional legal education and training. King's Inns educates and trains future barristers, supports the continuing development of qualified barristers, and provides specialist legal education to a wide community of learners.

We are now inviting applications from suitably qualified and experienced barristers for appointment as Barrister-at-Law Programme Coordinator (Joint Criminal Practice and Programme Delivery). This is an important academic, professional and organisational role within the Barrister-at-Law Degree Programme.

About the Barrister-at-Law Degree

The Barrister-at-Law Degree is a practical, interactive professional programme designed to enable students to acquire and develop the knowledge, skills, values and professional attributes required for practice at the Bar. The course bridges the gap between the academic study of law and the practical work of a barrister.

Students are taught in small groups, with a strong emphasis on skills-based learning, advocacy, drafting, consultation, opinion writing, negotiation, ethics and professional practice. The programme is delivered in full-time and modular formats and includes both in-person and online teaching. Full-time delivery takes place mostly on weekdays, while modular delivery takes place mostly at weekends.

About the Role

The Barrister-at-Law Programme Coordinator (Joint Criminal Practice and Programme Delivery) will play a central role in the planning, delivery, assessment, development and quality assurance of Criminal Practice teaching on the Barrister-at-Law Degree Programme. The role will involve working closely with the Dean of the School of Law, other course co-ordinators, Registrar, tutors, students, administrative colleagues and external contributors to ensure that Criminal Practice teaching is current, coherent, professionally delivered and aligned with the competencies expected of barristers. The post-holder will work collaboratively with the Joint Criminal Practice Coordinator currently in place in respect of the Criminal Practice element of the role.

The successful candidate will combine strong criminal practice expertise with excellent teaching, assessment, organisational and communication skills. The successful candidate will be expected to contribute to the continued development of a high-quality

professional programme and to support a positive, respectful and student-centred learning environment.

In addition to Criminal Practice, the post-holder will support the coordination of other programme delivery areas on the Barrister-at-Law Degree programme, including Intensive Advocacy, Irish Legal Terminology, Alternative Dispute Resolution, Practice Management and the Specialist Options, working with subject-matter experts and tutors as appropriate.

The role will require some weekend work at timetabled points during the academic year, including in connection with modular programme delivery and related teaching, assessment or programme activities. Time off in lieu will apply in accordance with King's Inns arrangements, although it may not always be possible for such time off to be taken in the same week as the weekend work.

Key Responsibilities

- In collaboration with the Joint Criminal Practice Coordinator currently in place, plan, co-ordinate and support the delivery of the Criminal Practice component of the Barrister-at-Law Degree Programme across full-time and modular formats.
- Plan, co-ordinate and support the delivery of various other components of the Barrister-at-Law Degree Programme across full-time and modular formats (including Intensive Advocacy, Irish Legal Terminology, Alternative Dispute Resolution, Practice Management and the Specialist Options).
- Teach and assess students in professional skills, including written and oral legal skills.
- Prepare, review and update teaching materials, tutor notes, assessments, mock papers and related course documentation.
- Mark student work within agreed deadlines and to the required standard.
- Adhere to the assessment schedules and mark assessments in line with deadlines set by the Registrar.
- Provide clear, constructive and individualised feedback to students on their performance.
- Work with the Dean and with other co-ordinators on course planning, tutor allocation, tutor induction, tutor support and course development.
- Arrange and attend pre-class meetings with tutors and ensure that tutors have accurate, up-to-date materials and guidance.
- Support consistency in teaching, assessment and feedback across the Criminal Practice teaching team.
- Prepare documentation for internal and external quality assurance processes and participate in programme review and continuous improvement activity.
- Provide teaching cover or assessment support where required.
- 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.

- Maintain constructive working relationships with students, tutors, staff, management, members of the profession and other stakeholders.
- Work collaboratively with the Joint Criminal Practice Coordinator currently in place on the planning, delivery, assessment, tutor coordination and ongoing development of the Criminal Practice component of the programme.
- Coordinate, or support the coordination of, related programme-delivery areas including criminal intensive advocacy, Irish Legal Terminology, Alternative Dispute Resolution, Practice Management and the Specialist Options, including tutor booking, tutor briefing, materials oversight and liaison with subject-matter experts.
- Attend and participate in Board of Examiners meetings, team or School meetings, and other meetings as required, including meetings of the Faculty Board.
- 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.
- Represent King's Inns at external events or meetings, including relevant quality assurance or professional education events, where required.
- Participate in staff development activities and, where required, contribute to Continuing Professional Development courses and other King's Inns activities and programmes.
- Support the effective induction, training, briefing and ongoing coordination of Criminal Practice and other tutors, including work with the Dean and Registrar to ensure that tutors are appropriately trained in teaching and assessment.
- Respond to ongoing student correspondence and queries relating to Criminal Practice and related programme-delivery areas, in collaboration with the Dean and administrative colleagues where appropriate.
- Set, communicate and follow up deadlines for tutors and markers in relation to teaching preparation, materials, assessment, marking and feedback.
- Undertake other related duties assigned by the Dean from time to time.

Essential Requirements

- Be a practising barrister, currently registered with the Legal Services Regulatory Authority.
- Have substantial and recent criminal practice experience to a high level across a range of courts.
- Have experience of teaching law at third level or in a professional legal education setting.
- Have experience of setting, marking or moderating legal assessments.
- 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 the law and in areas of practice and procedure relevant to the role and translate that expertise into effective professional legal education for students preparing for practice.
- Be able to translate professional expertise into effective, practical legal education for students preparing for practice at the Bar.

Desirable Experience

- Experience of online or blended teaching.
- A strong academic record.
- Experience of course design, tutor co-ordination, skills-based training, advocacy training or professional development activity.
- Experience in advocacy training, Practice Management, Alternative Dispute Resolution, Irish Legal Terminology or one or more Specialist Option subjects (which are: Planning & Environmental Law; Company Law; Immigration & Asylum Law; Legal Practice Through Irish; Employment Law; Family Law).

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 **5pm (Irish time) on Friday 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.