

BARRISTER-AT-LAW PROGRAMME COORDINATOR (CIVIL PRACTICE)

King's Inns is seeking a full-time Barrister-at-Law Programme Coordinator (Civil Practice) to lead the coordination and delivery of Civil Practice teaching across the full-time and modular Barrister-at-Law Degree programmes.

Key details

Job title	Barrister-at-Law Programme Coordinator (Civil Practice)
Contract type	Full-time, two-year fixed-term contract
Expected start date	01 December 2026
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: 10am (Irish time) on Monday 23 November 2026

About the role

This is a significant academic coordination role for a practising barrister with civil practice experience, good professional standing and a commitment to high-quality professional legal education. The post-holder will work with the Dean, Modular Coordinator, tutors, markers, subject-matter experts and administrative colleagues to ensure that Civil Practice teaching, assessment and materials are coherent, current and aligned with professional standards.

Full-time delivery takes place mainly on weekdays and modular delivery mainly at weekends. The role also supports related programme-delivery areas as required.

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 (or have been in practice in the last three years)
- Have recent civil 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 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 at King's Inns, Henrietta Street, Dublin 1, with some duties delivered online or at other locations as reasonably required. It involves managing concurrent teaching, assessment, coordination, student support, quality assurance and governance demands with accuracy, sound judgement and appropriate handling of confidential information. Weekend work is required at specified points in the academic year, with time off in lieu provided in accordance with King's Inns arrangements.

How to Apply

Applicants should complete the King's Inns application form and email it to hr@kingsinns.ie by the closing date stated above. Applications in any other format will not be considered, and late applications will not be accepted. The time at which the email is received by King's Inns is definitive.

The application form and further information will be available from King's Inns.

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