# PART-TIME BARRISTER-AT-LAW PROGRAMME COORDINATOR

## (JOINT CRIMINAL PRACTICE)

King's Inns invites applications for the part-time position of Barrister-at-Law Programme Coordinator (Joint Criminal Practice). This is a key academic and professional role with responsibility for supporting the planning, delivery, assessment, development and quality assurance of Criminal Practice teaching on the Barrister-at-Law Degree Programme.

Working with the Dean of the School of Law and the existing Joint Criminal Practice Coordinator, the successful candidate will help ensure that teaching, assessment and related programme activities are current, coherent, professionally delivered and aligned with the competencies expected of practising barristers.

### Key details

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| **Job title** | Barrister-at-Law Programme Coordinator (Joint Criminal Practice) |
| **Contract type** | Part-Time (18 hours per week), two-year fixed-term contract |
| **Expected start date** | Position currently vacant, immediate start |
| **Location** | King's Inns, Henrietta Street, Dublin 1, and such other locations as may reasonably be required by King's Inns |
| **Salary and Benefits** | Negotiable, Commensurate with experience,<br>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, available on King's Inns website<br>**Closing date: 9am (Irish time) on Thursday 26 November 2026** |

## 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. We train future barristers, support the continuing professional development of qualified barristers and provide specialist legal education to a wider community of learners.

We are seeking a suitably qualified and experienced barrister to join the School of Law in this important academic, professional and organisational role.

## About the Barrister-at-Law Degree

The Barrister-at-Law Degree is a practical, interactive professional programme that equips students with the knowledge, skills, values and professional attributes required for practice at the Bar. It bridges the gap between the academic study of law and the day-to-day 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 Programme Coordinator will play a central role in the planning, delivery, assessment, development and quality assurance of Criminal Practice teaching across the full-time and modular Barrister-at-Law programmes. Working closely with the Dean, the existing Joint Criminal Practice Coordinator, other programme coordinators, the Registrar, tutors, students, administrative colleagues and external contributors, the post-holder will support a consistent, current and practice-focused learning experience.

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

- Work collaboratively with the Joint Criminal Practice Coordinator on the planning, delivery, assessment, tutor coordination, quality assurance and ongoing development of Criminal Practice across the full-time and modular programmes.
- Teach and assess students in written and oral professional legal skills, providing clear, constructive and individualised feedback on their performance.
- Prepare, review and update assessments, mock papers, marking schemes and related documentation, and mark or moderate student work to the required standard within deadlines set by the Registrar.
- Work with the Dean, Registrar and other Programme Coordinators to recruit or allocate tutors and markers; arrange their induction, training and briefing; provide accurate, up-to-

date materials and guidance; set and monitor deadlines; and support consistent teaching, assessment, marking and feedback.

- Arrange and lead pre-class and markers' meetings where required to support consistent delivery, moderation and the application of agreed assessment standards.
- Support consistency in teaching, assessment and feedback across the Criminal Practice teaching team.
- Lead or contribute to academic governance, quality assurance, programme monitoring, review and enhancement processes, including preparing documentation, implementing agreed improvements and supporting consistency across programme delivery.
- Provide teaching cover, assessment support or other programme-delivery assistance where required to maintain continuity and meet operational needs.
- Contribute, where required, to other King's Inns teaching and professional education activities, including mock and demonstration trials, the Solicitor Transfer Course, Continuing Professional Development courses and related initiatives.
- Maintain constructive and professional working relationships with students, tutors, staff, management, members of the profession and other stakeholders, and respond promptly to student queries relating to Criminal Practice and associated programme delivery.
- Attend and contribute to Board of Examiners, Faculty Board, School and team meetings, and other academic governance or programme meetings as required.
- 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 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.

## Requirements

- Be a practising barrister (or have been in practice in the last three years)
- Have 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,

## How to Apply

Applicants should complete the King's Inns application form and email it to hr@kingsinns.ie by **9am (Irish time) on Thursday 26 November 2026.** Applications in any other format will not be considered. Late applications will not be accepted.

Further information and the application form are available on www.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.