

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE – ROLE SPECIFICATION

Role Overview

Job Title: Executive Assistant to the Chief Executive Officer

Salary: DOE

Hours: Full time (flexible working arrangements available)

Reporting to: Chief Executive Officer

Location: Henrietta Street, Dublin 1, DOI KF59. (Free on-site parking)

The Executive Assistant (EA) provides comprehensive, high-level administrative and organisational support to the Chief Executive Officer and plays a central role in ensuring the smooth and effective operation of the Office. This is a demanding, fast-paced position requiring excellent judgement, outstanding communication skills, and the ability to manage multiple priorities with professionalism, discretion, and initiative

About King's Inns

Established in 1541, The Honorable Society of King's Inns is Ireland's oldest School of Law and a historic landmark of significant cultural and legal heritage. Today, King's Inns is recognised internationally for excellence in professional and academic legal education, including the Barrister-at-Law degree necessary for call to the Bar of Ireland.

Alongside educating future and practising barristers, King's Inns offers an expanding set of accessible part-time legal education programmes to learners from varied professional backgrounds. Our heritage, library collections of over 110,000 volumes, and cultural activities form an important part of our identity.

Our mission is to excel in the provision of legal education and training and to foster lifelong relationships with our members. Our vision is to continue developing as a modern, forward looking institution that supports its membership and promotes the rule of law in a democratic society.

Role Purpose

The EA manages the operational and administrative functions of the CEO Office, acts as the first point of contact for internal and external stakeholders, and support the implementation of organisational priorities and strategic initiatives. The role demands initiative, professionalism, confidentiality, and the ability to represent the CEO and King's Inns with integrity.

Key Responsibilities

Executive and Secretarial Support

- Manage the day-to day administration of the CEO Office and act as the primary point of contact for internal and external stakeholders.
- Drive key projects, monitor deadlines and ensure timely follow-up on actions and deliverables.
- Draft, proofread, edit, and format correspondence, reports, presentations and briefing materials.
- Support the preparation and production of the Annual Report.
- Manage all incoming and outgoing CEO correspondence and communications ensuring confidentiality and compliance with GDPR and King's Inns policies.
- Provide proactive diary management and schedule internal and external meetings.
- Organise travel and accommodation for the CEO and staff as required.
- Support the CEO with project management activities, exam appeals processes, and the preparation of student information materials.
- Liaise with Head of Business Operations regarding Health & Safety training and H&S committee support.
- Provide cover for the Front of House / Reception team when required.
- Represent the CEO at various internal and external meetings as appropriate
- Respond promptly and professionally to customer, member, and stakeholder queries (written and verbal).

Governance Support

- Coordinate governance requirements including scheduling meetings, preparing agendas, drafting minutes, and circulating papers.
- Ensure the CEO receives timely briefing notes and documentation ahead of meetings.
- Support compliance requirements relating to Lobbying, the Charities Regulator, and the Legal Services Regulatory Authority.
- Maintain and archive governance records for Benchers, Council, committees, and staff.
- Assist in updating governance-related policies and procedures.

Events & Project Co-Ordination

- Plan and manage approximately 50 dining events annually, liaising with suppliers and managing bookings and high-profile guest enquiries.
- Support the organisation and delivery of member and student events including conferring ceremonies and graduation events

Human Resources Administration

- Oversee the full-cycle recruitment cycle from interview to onboarding and exit process.
- Maintain staff records, including training records, and organise staff training activities.
- Provide support to managers during probationary review meetings and employee relations matters.

Communications

- Assist with the publication of newsletters, reports and internal / external communications including on the internal King's Inns intranet.

Finance

- Raise PO's and process invoices in line with operational and budget procedures for CEO approval

Other Duties

- Undertake additional tasks and responsibilities as required to support the effective operation of the CEO Office and the wider organisation.

Requirements, Skills, and Attributes

- At least five years' experience in a senior executive support role.
- Strong organisational, planning, and problem-solving skills.
- Excellent written and verbal communication abilities.
- High levels of discretion, professionalism, and attention to detail.
- Confidence working independently and collaboratively.
- Experience managing events and working with diverse stakeholders.
- Advanced MS Office skills.
- Eligibility to work in Ireland.

Desirable

- Recognised secretarial/office administration qualification.
- Experience working in an educational environment.
- Previous experience in a corporate governance environment.

How To Apply:

Submit a cover letter setting out how you meet the requirements of the role along with your CV to Karen McGregor, Gilligan Black Recruitment Agency, karen.mcgregor@gilliganblack.ie

King's Inns is an Equal Opportunities Employer.

Data Protection:

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts. Our Data Protection Statement can be found on our website [here](#).