

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER (CEO) – ROLE SPECIFICATION

Role Overview

Job title: Executive Assistant to the Chief Executive Officer

Salary: DOE

Hours: Full time (flexible hours to be discussed)

Reporting to: Chief Executive Officer

Location: Henrietta Street, Dublin 1, DOI KF59.

About Us

The Honorable Society of King's Inns (King's Inns), established in 1541, is Ireland's Oldest School of Law and one of Ireland's significant historical environments.

Today, King's Inns is an independent educational institution renowned for professional legal education and training. King's Inns is the Irish 'Inn of Court', training and admitting legal professionals who wish to be awarded the degree of Barrister-at-Law necessary to be called to the bar by the Chief Justice of Ireland. As well as educating future and qualified barristers, the school extends its reach to a diverse community of people from legal and non-legal backgrounds offering a range of accessible part-time courses in specialist areas of the law.

Our reputation is international, and eminent graduates include former Presidents of Ireland, Taoisigh, politicians, leading academics, many leaders, and advocates across other professions, and, of course, judges and barristers in practice throughout the English-speaking world. King's Inns history is significant with a diverse legal and cultural heritage and a Library that houses over 110,000 volumes. We actively preserve and showcase our heritage and magnificent architecture through the many cultural and arts projects we operate.

Our mission is to excel in the provision of both professional and academic legal education and training, and to develop and nurture lifelong relationships with our entire membership.

Our Vision is to further develop King's Inns as a modern twenty-first century institution, which is a centre of excellence in the provision of legal education and training, and to have a value and significance for its membership who promote the importance of the rule of law in a modern democracy.

Governed by our Trustees and members of Council, King's Inns is a registered charity

kingsinns.ie

ROLE DETAILS

The role will be responsible for managing the administrative requirements of and upholding the Office of the Chief Executive Officer.

Reporting to the Chief Executive Officer, you will be a member of King's Inns staff contributing through teamwork to carrying out the activities of the Society.

You will mainly support the CEO by delivering executive administration functions that support the Office of the CEO and delivery of the strategy of the King's Inns. The role will involve a significant level of secretarial/executive administrative activity and serve as a first point of contact for the Office of the CEO.

You will have a positive, committed, and co-operative nature and a willingness to get involved in implementing innovative solutions in a historic institution which is enhancing its education and member services.

Key Responsibilities

- Support the Chief Executive in the administration and upholding of the Office of the CEO, which will require dealing with a range of stakeholders and information.
- Manage incoming and outgoing correspondence to the CEO.
- Governance: Provide administrative support in relation to meeting the governance requirements of the Society. This will include:
 - scheduling meetings, preparing draft agendas, minutes, and papers/reports in advance;
 - ensuring papers, briefing notes and documents are provided to the CEO in a timely fashion in advance of the CEO attending meetings;
 - identifying and ensuring that compliance requirements are met in relation to Lobbying, Charities Regulator, Legal Services Regulatory Authority (LSRA);
 - updating relevant policies and procedures.
- Track and maintain staff leave schedule, staff training records, and prepare reports as required.
- Maintain, manage, and archive files including governance, benchers and council / committee members, and staff files.
- Manage information/data sharing and retention in accordance with GDPR requirements and King's Inns policies. Maintain confidentiality of data.
- Assist the CEO in managing their diary and organising staff/team meetings.

- Organise travel arrangements and accommodation requirements for CEO and other staff members as required.
- Assist the CEO in planning and following up on projects and other assignments.
- Customer / Member / Stakeholder Queries: Deal with queries whether written or verbal and respond appropriately in a timely and professional manner.
- Support the CEO in managing student exam appeals, the conferring process and graduation ceremonies.
- Support the CEO in preparation of student information materials and annual reports.
- Assist with the publication of reports and communications.
- Liaise with Facilities to ensure compliance with Health and Safety regulations.
- Process invoices, raise purchase orders for CEO approval.
- Source products and services, ensuring value for money.
- Provide leave cover for Front of House/Reception staff when required.
- Be flexible, adaptable, and available to take on other tasks or duties as required from time to time.

Requirements, Skills, and Attributes

- At least 3 years' work experience in a similar role.
- Excellent MS office skills.
- Demonstrates well developed decision making, judgment, and problem-solving skills.
- Excellent organisational and planning skills with the ability to prioritise workloads.
- Demonstrates attention to detail and accuracy and ability to co-ordinate/lead on administrative requirements.
- The ability to work on own initiative and as part of a team.
- Capacity to take ownership of tasks and determination to see them through to a satisfactory conclusion.
- Excellent verbal and written communication skills with the ability to match the environment and stakeholder they are dealing with and with an appropriate level of formality.

- Demonstrates high level of confidentiality and discretion.
- Has experience of organising events, is practical and is good at managing a variety of stakeholders and understanding their needs.
- Ensures that customer service is at the heart of everything they do.
- Live in Ireland and have the right to work in Ireland.

Desirable

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

How To Apply

Submit a cover letter setting out how you meet the requirements along with your CV to hr@kingsinns.ie by **5 pm (Irish time) on Monday, March 20, 2023.**

Any queries on the role or application process can be sent to hr@kingsinns.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 >](#)