

## JOB DESCRIPTION AND PERSON SPECIFICATION:

### Personal Assistant

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Closing date:	08:00 on Monday, 17 June 2024
Contract:	Full time (37.5 hours per week) and permanent
Salary:	£35,000 per annum
Interview Date:	Friday, 21 June 2024 [ <i>In person - please keep free</i> ]
Location:	London
Start Date:	ASAP and depending upon notice period

#### The Role: Personal Assistant

This is a fabulous role providing the full range of administrative and personal support to our dynamic and forward-thinking Chief Executive Officer, within one of the leading Barristers' Chambers. Integral to the smooth running of her day, duties include diary management, filing, travel arrangements. In addition, the successful application will provide administrative and ad hoc support to our Chief Operating Officer. This role is extremely varied and exciting, working with a great team and perfect for someone who loves to keep busy and enjoys a challenge.

#### Key Responsibilities:

- Administrative support to the Chief Executive Officer.
- Administrative support to the Chief Operating Officer.
- General support for the wider team.

#### Support to the Chief Executive Officer:

- Maintain complex and detailed calendars and diaries.
- Manage the coordination and logistics of both internal and external meetings.
- Arrange detailed domestic and international travel plans, including but not limited to booking travel, accommodations, car services, developing itineraries and agendas, and preparing documentation for travel-related meetings.
- Compose and prepare high quality emails and messages to internal and external recipients.
- Draft correspondence, reports and other communications on behalf of the CEO.
- Maintain an effective and efficient electronic and hard copy filing system.
- Maintain social media accounts.
- Process invoices and expense claims.

- Edit and manage spreadsheets, produce presentations, reports and other documents.
- Conduct research for internal projects, events and presentations.
- Screen incoming calls and determine the level of priority, while using caution in dispensing information.
- Lead and coordinate on ad hoc projects as requested.
- Support the CEO in such other tasks as may be required.

#### Support to the Chief Operating Support:

- Assist in the administration of core HR functions including recruitment, absence management and onboarding.
- Provide general administrative and project management support to the COO as may be required.

#### General Support:

- Assist in the smooth operation of Chambers, answering the phone in a professional manner, and undertaking ad hoc administrative tasks.
- Report any errors, problems or mistakes which may give cause for concern or complaint by, or on behalf of, any barrister or client.
- Contribute to, and help build, a strong Chambers team with good relationships and high levels of communication.
- Play an active role in manager, team and staff meetings.
- Such other tasks as may reasonably be required from time to time.

#### Key relationships:

- CEO, COO
- Senior Team Members.

#### About us: 39 Essex Chambers

We are a leading barristers' chambers with offices in London, Singapore and Kuala Lumpur. We are made up of 161 barristers, of whom 56 are King's Counsel, along with a staff team of 50.

We work in a wide range of sectors and practice areas of law, specialising in Commercial, Planning, Environment and Property, Public Law and Civil Liability Law, throughout the UK and internationally. Many of our cases are high profile - you may have seen or read about them in the media.

In all of our work we aim to provide an excellent, efficient service to all of our clients, giving sound practical advice and explaining legal issues in clear terms.

Our culture is open, friendly, supportive and caring. Our staff have the opportunity to develop and grow on their own path. We foster and support ongoing learning and development, with many of our staff studying alongside working with us.

We trust our staff team with responsibility, and are open to everyone's ideas about their own futures and how to take the business forward.

While we work hard, we believe in a healthy work / life balance and we try hard to make sure that work is enjoyable and rewarding. We want to understand the needs of everyone on our team so that they feel well supported.

We strive to be an equal opportunities employer and are committed to diversity amongst our staff and members. We welcome applications from candidates from backgrounds that have not traditionally been represented in the legal sector.

## The Candidate (Person Specification)

We are looking for a candidate who has the following attributes:

- Well-developed and professional interpersonal skills, able to build relationships and collaborate with a range of stakeholders.
- Excellent listening, written and verbal communication skills (including good proof-reading skills), as well as numeracy skills.
- Highly organised, with excellent administrative skills and attention to detail.
- Able to multitask, prioritise, work to tight deadlines and remain calm under pressure.
- Flexible and proactive, able to work effectively both independently as well as part of a team.
- Able to maintain integrity when dealing with highly confidential and sensitive matters.
- Able to use initiative to be proactively respond to situations and projects.
- A high level of competency in all MS Office products (Word, Outlook, Excel, PowerPoint).
- Undergraduate degree (minimum 2:1) or equivalent.

The above may be demonstrated through extra-curricular activities or voluntary work as well as formal employment.

### **What we can offer you:**

- An annual salary of c.£35,000 (full time (37.5 hours) and permanent role).
- 23 days' holiday increasing by 1 day each year to a maximum of 25 days, plus bank holidays.
- Following a successful probationary period, our discretionary benefits include access to our private medical scheme, ride to work scheme, private GP service, life insurance, employee assistance programme, interest-free season ticket loan, discretionary bonus scheme, annual eye test, along with additional paid annual leave including ½ day

birthday leave, 2 days religious holidays, 2 days annual slow travel leave and 1 'give back' day.

- Chambers offers a group pension scheme paying 6% of salary into an individual's pension scheme where the employee contributes at least 3% of their salary. This is available after successful completion of a probationary period.
- A modern and spacious office space with showers, bike storage and games room.
- Our office is well situated. We are close to tube and overground stations, as well as Lincoln's Inn Fields (the largest public square in London).

Our London office is open Monday to Friday from 8:00am to 6:30pm. Although most of our team work a mix of in-office and home working, we are predominantly office based. We aim to be as flexible as we can, taking into account the role and the needs of the business.

This role is primarily office-based but there is the opportunity for some home working (post probation) for the right candidate. Please note that there will be occasions when there is a need to work outside normal working hours.

### How to Apply

Please send a completed application form, along with the Equality & Diversity monitoring form, to [recruitment@39essex.com](mailto:recruitment@39essex.com). Please ensure that you put '**Personal Assistant**' in the email subject heading.

CVs will not be accepted.

If you have any questions about the role please contact [Charlotte.Saville@39essex.com](mailto:Charlotte.Saville@39essex.com). If you have any questions about the application process, please contact [recruitment@39essex.com](mailto:recruitment@39essex.com).

Please see our [website](#) for general information about our recruitment, including more information about who we are.

We will make reasonable adjustments to enable disabled candidates to demonstrate their suitability for the position. Please contact us at [recruitment@39essex.com](mailto:recruitment@39essex.com).

The closing date for applications is **Monday, 17 June 2024 at 08:00am**. Applications received after this time will not be considered.

### Please note:

- We may not be able to respond to every candidate individually. You will, however, receive an automatic reply to your email acknowledging receipt of your application.
- We will only consider applications from individuals who are eligible to work in the United Kingdom.

## What our staff say

*"I have loved working here and the clerks' room is the best clerks' room I have worked in both in terms of the calibre of the staff and just how nice everyone is. It really is a wonderful place to work."*

*"I have never joined an organisation where so many people have welcomed me so warmly and made me feel at home, both at the Christmas Party and today. It was lovely to be thanked for attending the party."*

*"The staff team really make 39, I have never worked in a Chambers quite like it. I really enjoy work and I have made great friends. I would also like to say how friendly and accommodating the senior staff are – they are very approachable and supportive."*

*"I have been very happy at 39. It is a unique chambers – everyone is so nice, there is always someone to speak to, and it's great socially. There is no other set like it and it's really nice to work here."*

*"A very unique aspect of Chambers is the support for career development. Chambers cares about this and is very accommodating. It's something I've really appreciated. It also has a lovely culture that I've really enjoyed".*

**#shinewith39**

