

PRIVATE & CONFIDENTIAL

Candidate Brief



**GRAY'S
INN**

The Honourable Society of Gray's Inn

Director of Education

Y0602

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Managing Director
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Welcome letter from Tony Harking, Under Treasurer, Gray's Inn

Dear Candidate,

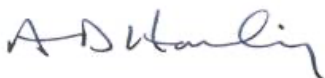
I am delighted that you have expressed interest in applying for the post of Director of Education at Gray's Inn. I hope you will find the information in the pack useful and do also look at our website <http://www.graysinn.info/>.

The Inn is seeking a Director of Education to cover five broad areas within the Inn: education and training, outreach and scholarships, careers services, student member services, and policy development. Empathy for our students and young practitioners will be essential, plus the added ability to engage with members of the Inn who are key to the delivery of education to the barristers of the future.

This role requires an energetic leader and experienced manager, someone with excellent interpersonal skills and the skill for enabling collaboration across departments and members of the Inn. They would need to possess the experience and gravitas to represent the Inn in senior policy forums.

I do hope you will want to join our organisation. As Director of Education, you would be playing an absolutely key role in the life and work of the Inn. So please let us hear from you. Sarah Thewlis at Thewlis Graham Associates, our search and selection partners, will be happy to discuss the role with you and answer any questions you may have.

Yours sincerely,



Tony Harking
Under Treasurer

2. About Gray's Inn

Gray's Inn is one of the four Inns of Court which have the exclusive right to call individuals to the Bar of England and Wales. The Inn was established in the 14th century on the current site to support, educate and develop its student barrister members and to provide continuing professional development to its qualified barrister members in accordance with its historic traditions. That purpose continues to this day.

The Inn uses income generated from the commercial and residential lettings on its estate to provide scholarships to support those commencing their path to a career at the Bar, and to fund its other charitable activities: Education, the Chapel and the Library. There is a permanent staff of 57 to run the Inn on a day to day basis.

The Estate

The Inn has a 14-acre estate in Central London predominantly set around two squares: South Square and Gray's Inn Square, and its gardens. The Estate contains barristers' chambers and solicitors' firms in addition to the Inn's:

- Chapel
- Library
- Treasury Office
- Education Department
- Hall
- Meeting and conference rooms



The Walks

The Inn's gardens, known as The Walks, were established by Sir Francis Bacon in 1606 and provide a place of relaxation filled with various plants and wildlife all in the heart of London. They are normally open to the public from 12:00pm to 2:30pm on weekdays.

Governance of the Inn

The governing body of the Inn is Pension which consists of over 400 active members, known as Masters of the Bench or Benchers. Benchers are either judges or senior barristers and are elected by Pension. Pension is ultimately responsible for the affairs of the Inn.

The head of the Inn is the Treasurer, who holds this appointment for one year and each year Pension elects the Vice-Treasurer, who becomes Treasurer the following year. The current Treasurer is Sir Peter Gross and the Vice-Treasurer is The Rt Hon. Lady Justice Nicola Davies.

Pension also elects members of the Management Committee, each on a three-year tenure. The Treasurer is a member but never the Chairman of this Committee. The full composition is as follows:

Nine Benchers, one of whom is elected Chairman

The Treasurer - ex officio

The Vice-Treasurer – ex officio

The Chair of the Education Committee

The Inn's Bencher trustee on the Board of the Council of the Inns of Court (COIC)

Benchers with responsibility for various elements of the Inn including finance and the estate

Two practising barristers from the Barristers' Committee who are not Benchers.

In addition, the following members of staff attend Management Committee meetings:

The Under-Treasurer

Director of Finance

Director of Estates

Director of Education

Director of Library Services

The Management Committee meets approximately once a fortnight during the legal term and it manages the Inn's affairs, subject to reference to Pension on major issues. Pension meets nine times a year. There are other committees, such as Education, Scholarships and Student.



3. The role and responsibilities of the Director of Education

Job Summary

The responsibilities of the Director of Education cover the following areas:

- 1. Education and training.** Develop and oversee the delivery of a series of education programmes to train student members of the Inn, those undertaking pupillage and new tenants (referred to as New Practitioners) in specific aspects of the barristers' profession. The Trainers at these events are generally experienced barristers or judges who are members of the Inn providing their services pro bono. This training process is at the heart of the Inn's activities and must be nurtured. It must be supported by a programme of continuous improvement.
- 2. Outreach and scholarships.** Running a programme to ensure that students (both at school and university) are aware of the opportunities afforded by Gray's Inn to prospective barristers and the subsequent recruitment of students. This latter role encompasses direction of the Inn's Scholarships programme which currently allocates £1.3m pa to students, pupils and to others for internships.
- 3. Student Member services.** Career services include management of the regulatory process to enable members who have satisfied the necessary academic and good conduct requirements to be Called to the Bar.
- 4. Careers Services.** The provision of continuous professional development (CPD) courses to Members of the Inn based in London and the Circuits. The provision of other services such as pupillage application advice, mock interviews and the management of a mentoring service
- 5. Policy Development.** All of the above roles require consideration of policy issues, often through liaison with third parties such as the Bar Council, the Bar Standards Board, the other Inns and the Council of the Inns of Court. The Director of Education will take the lead role in these areas and will sit on the Inn's main governance committees.

Director of Education Duties and Responsibilities:

- Lead a team of eleven staff (with line management responsibility for three junior managers) with full budgetary responsibility for the department.
- Supervise the processes for student applications and granting of scholarships.
- Provide the direction and management of services relating to students including the prospectus, website information, articles for the in-house magazines and any other information provided externally concerning the Inn's education and training programme.
- Oversee the Inn's regulatory functions relating to student membership, including admissions to the Inn, student conduct and Call to the Bar.

- Liaise with regulators, the Inn's Education Committees and third parties involved in legal education to ensure the Inn makes the appropriate contribution to developments in these areas, both in London and in the Circuits.
- Direct the outreach activities of the Department and the wider Inn, to ensure they are coordinated, coherent, consistent and targeted.
- Ensure there are sufficient barristers trained to deliver training to Student Members, Pupils and New Practitioners both in London and on the Circuits.
- Manage the programme of student Qualifying Sessions delivered at the Inn and on Circuit and ensure that they encompass a quality assurance regime.
- Facilitate programme design, development and continuous improvement through collaboration with the Inn's committees, trainers and third parties.
- Manage the programme of instruction to Pupils and New Practitioners in accordance with the direction of the Regulator and encompassing quality assurance.
- Provide oversight of Vocalise (debate training for those in some HMP Prisons), Griffin (debate training to sixth form students) and the Association of Gray's Inn Students (AGIS).

Personal qualities:

- An energetic leader and manager with excellent organisational skills and a positive attitude.
- Capable of managing at both the operational and strategic level.
- Possessing the experience and gravitas to represent the Inn in senior policy forums.
- Excellent oral and written communication skills.
- Can organize and influence teams of people without having direct line management authority.
- Strong interpersonal skills and a knack for productive collaboration across varying departments and members of the Inn.
- Impeccable time management and multi-tasking skills.
- Proven problem solver who can make clear-headed decisions while under pressure.
- Willingness to work at weekends and evenings when required as that is when some of the education programme is delivered.
- Empathy for students who are usually at a critical stage in their career development

Experience:

- Graduate.
- Significant experience in leadership/management role, preferably in an educational support role, or membership organisation.
- Proven capacity to deliver all operational aspects of educational programmes, including resource management, scheduling and quality assurance.
- Experience of operational leadership in Professional or Higher Education is essential whilst experience of legal education is desirable.

- An appreciation of the potential for use of technology in delivery of training.
- Experienced at leadership level in the design of strategy and projects that influence education policy development and/or implementation.
- Experience of student engagement and outreach.
- Experience in working alongside other educational organisations in the development and implementation of educational policies and change programmes.

4. Remuneration

Salary of up to £90K per annum

The staff benefits for full-time members of staff are:

- 33 days leave in addition to bank holidays.
- Sickness insurance depending on length of service.
- Life Insurance up to 4x salary for dependents if a member of staff dies whilst in service at the Inn.
- Employer Pension contribution of 15%, if the employee contributes at least 4%, into a defined contribution Pension Scheme.
- 35 Hour working week.

5. Timeline, Application Process and How to apply

Timeline

Dates	Activity
27 July 4pm	Applications close
w/c 1, 8, 15 August	Thewlis Graham consultant interviewing of interested candidates
7 September	Client Interviews

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Role and Responsibilities section and the people who best meet these will be invited for interview with Thewlis Graham Associates.

Those candidates not invited to interview will be advised by email by mid August.

Longlisted candidates will be advised by email. After a consultation between Gray's Inn and Thewlis Graham Associates a Shortlist will be drawn up and shortlisted candidates invited for interview with the Client.

How to Apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents quoting reference **Y0602**: -

1. A comprehensive CV
2. A covering letter containing:
 - Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
 - Your current remuneration details and notice period
 - The name, job title, organisation, email address and mobile number of two professional referees. (Please note: referees will not be approached without your prior permission.)

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

Additionally, if you would prefer to receive this candidate brief in a more accessible format, please contact us.

For a confidential conversation please contact Sarah Thewlis, Managing Director of Thewlis Graham Associates on 0207 850 4781 or email applications@thewlisgraham.com.

6. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you



7. Advert

Director of Education

Salary: up to £90k plus excellent benefits

Location: London

Gray's Inn is one of the four Inns of Court responsible for calling barristers to the Bar of England and Wales and its members are students, barristers and judges. It has a substantial commercial and residential estate and provides library and dining facilities, scholarships, training and other amenities for students and barristers. The Inn also contributes to the development of policy and comments on proposals affecting the profession. The Inn is seeking a Director of Education to cover the following areas:

- **Education and training.** The scheduling, resourcing and operational management of the Inn's education events programme for trainee barristers, and those in the early years of practice, in specific aspects of the profession. The trainers at these events are generally experienced barristers or judges who are members of the Inn providing their services pro bono. The Director of Education works closely with experienced trainers to develop the programme and the Inn's pool of trainers.
- **Outreach and scholarships.** Running a program to ensure that students (both at school and university) are aware of the opportunities afforded by the Bar and Gray's Inn to prospective barristers and the subsequent recruitment of student members to the Inn. Also to lead all operational aspects of the Inn's Scholarships program, which currently allocates £1.3m pa to trainee barristers.
- **Member services.** Member services include management of the regulatory process to enable members who have satisfied the necessary academic and good conduct requirements to be called to the Bar.
- **Careers services.** The provision of careers advice and guidance to students and barristers based in London and the Circuits. The provision of services such as pupillage application advice, mock interviews and the management of a mentoring service provides valuable support to the Inn's student membership and those in the early years of practice.
- **Policy issues.** Consideration of policy issues will be required, often through liaison with third parties such as the Bar Council, The Bar Standards Board, the other Inns and the Council of the Inns of Court.

The Requirements:

- An energetic leader and experienced senior manager with outstanding organizational skills and a positive attitude.
- Possessing the experience and gravitas to represent the Inn in senior policy forums.
- Excellent interpersonal skills and the skill for enabling productive collaboration across varying departments and members of the Inn.
- Willingness to work at weekends and evenings when required as that is when some of the education program is delivered.
- Requires routine in-person attendance.
- Proven capacity to manage all operational aspects of a complex training and education programme.
- Experience of programme management within a regulated environment or profession.
- Experience of student engagement and outreach.
- Capacity to organize and influence teams of people without having direct line management authority.
- Empathy for students who are at a critical stage in their professional training.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief quoting reference Y0602. The closing date is 4pm on 27 July.

For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com

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