

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Junior Family Clerk (Manchester)</b>
<b>REPORTS TO:</b>	<b>Senior Family Clerk</b>
<b>LOCATION:</b>	<b>MANCHESTER base but may be required to travel to other sites and to client's offices on occasion</b>

### **JOB SUMMARY:**

To assist in the overall delivery of clerking services to the family team. To provide counsel and their clients with a comprehensive clerking service. To provide support to the Senior Clerks in tasks delegated.

## **1. KEY RESPONSIBILITIES AND DUTIES**

### **1.1 Family Clerking Team**

To assist the Group Senior Clerk in ensuring the smooth running of the Family clerking function by:

1. Computer recording of briefs and instructions.
2. Checking courts and listings.
3. Basic diary management
4. Processing incoming emails and post
5. Telephone enquiries and bookings.
6. General telephone enquiries from members, e.g. availability etc.
7. Chasing briefs/confirming cases are effective
8. Ensuring briefs and instructions are available to members in DropBox when necessary.
9. Occasional scanning when paper briefs received (most are digital).
10. Inform members of Chambers of their commitments for the following day and note diary accordingly.
11. QPM – responsible for management of briefs and instructions as set out in Chambers Quality Procedures Manual.

### **1.2 Marketing and Networking**

To assist in the raising of the brand profile of the overall Chambers by:

1. Assisting with the administration of marketing activities in and out of chambers.
2. Attendance at Chambers seminars and events.
3. Keeping marketing lists up to date.

### **1.3 General**

1. To ensure the implementation of the equality and diversity policy.
2. To promote a culture of continuous improvement by personal example and quality of contribution.
3. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.
4. To comply with the principles of GDPR in line with Chambers' Information Management Policy and Data Protection Policy.

## **2. KEY PERFORMANCE INDICATORS**

- Accurate recording of information
- Accurate information passed to members
- Good pace of work
- Careful approach, ensuring security of information
- Strong team working within and between teams
- Work allocation to appropriate counsel in good time for work to be prepared
- Work allocated to appropriate counsel avoiding conflict of interest and potential clashes where possible
- Solicitor feedback positive when a new or existing contact has been instructed
- High level of job satisfaction
- Motivated
- Feeling challenged



**ST JOHNS  
BUILDINGS**  
BARRISTERS CHAMBERS

## PERSON SPECIFICATION

### Junior Family Clerk (Manchester)

	Standard	Essential	Desirable
<b>Qualifications, knowledge, experience</b>	Educated to GCSE standard with 5 GCSEs grade C/4 or above (or equivalent)	<b>E</b>	
	Experience of administration work in a barristers Chambers		<b>D</b>
	Experience of working in a fast-paced administrative role	<b>E</b>	
	Knowledge of barristers' chambers, the work of barristers and the role of chambers	<b>E</b>	
	Knowledge of Meridian or similar diary management computer software		<b>D</b>
<b>Skills &amp; abilities</b>	Team player	<b>E</b>	
	Strong IT skills, computer confidence	<b>E</b>	
	Systematic, organised work style	<b>E</b>	
	Honesty and integrity	<b>E</b>	
	Self-motivation	<b>E</b>	
	Willingness to learn from others and develop	<b>E</b>	
	Attention to detail, careful, secure approach	<b>E</b>	
	Good communication skills, polite, and an approachable style	<b>E</b>	
	Flexible, with positive and respectful approach	<b>E</b>	
	Strong customer care skills and ethics	<b>E</b>	
	Diplomacy	<b>E</b>	
	Smart, business-like, personal presentation	<b>E</b>	
	Diary management		<b>D</b>
	Negotiation skills		<b>D</b>