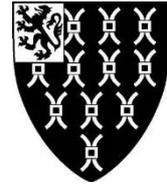


Lincoln's Inn



Job Description

Job Title: Registry Assistant

Department: Education

Reporting to: Registrar

Responsible for: Not applicable

Post Objectives

To provide administration for the registry function of the Inn and to assist in the running of the Education Department by providing administrative support.

Main Duties

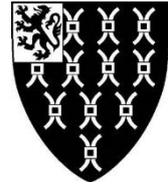
The following list of duties is indicative of the nature of the post. Priorities, time-scales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. To process applications for Inn membership, including entering applications on to the Inn's database, liaising with applicants, and processing payments.
2. To assist in maintaining accurate records on the Inn's database and preparing membership records for the Inn's archive.
3. To assist in preparations for the Call to the Bar ceremonies.
4. To administer the Mentoring Scheme, including processing applications and arranging matches between students and barristers.
5. To process pupil supervisor applications, including liaising with applicants and preparing applications for approval by the Inn's panel.
6. To process requests for replacement documents and membership cards.
7. To process payments and refunds for registry activities.
8. To provide administrative assistance to the Registrar as and when required.
9. To assist in producing reports on registry activities, including admission and Call statistics and conduct monitoring.
10. To maintain a reasonable knowledge of the general duties undertaken across the Education Department

11. To assist with general departmental administration, including but not limited to handling emails coming into the general departmental email, dealing with general enquiries, and maintaining the departmental calendar.
12. To provide cover at reception, as required.
13. To work in a helpful and professional manner with other departments, members and students/barristers when necessary.
14. To attend events both at the Inn and outside of London for which the post-holder is either solely or jointly responsible to ensure their smooth running as required which will require evening / weekend working for which Time Off In Lieu (TOIL) will be awarded. Some events may involve travelling nationally. The amount of weekend and evening working and travel required will vary throughout the year and will usually include several events per term.

Lincoln's Inn

Person Specification



Job Title: Registry Assistant

Department: Education

Criteria

1. At least 6 months previous experience in an administrative support role within a busy working environment.
2. Experience of database maintenance / record keeping essential.
3. Ability to provide effective administrative support with a positive attitude.
4. Experience of working well in a team and developing productive relationships.
5. Willingness to help and support team members including being flexible to business demands.
6. Excellent written and verbal communication which can be presented effectively both verbally and in writing to a wide range of people.
7. Ability to use own initiative and prioritise a busy workload with minimum supervision
8. Good organisational and planning skills with the ability to deal with various tasks which may be repetitive.
9. Ability to use IT extensively including databases (Essential: Word, Excel, Outlook, CRM / other databases).
10. A highly developed attention to detail.
11. Ability to demonstrate honesty and integrity in everything.