



Progress your career with us:

## Assistant Practice Manager

“

*A first class set ... who will  
always go the extra mile to  
assist* ”

(Chambers & Partners)

## Why Farrar's Building?

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Farrar's Building is a dynamic set, run by a close-knit team of experienced barrister's clerks. An exciting opportunity has arisen to welcome a new member to the clerks' room in an Assistant Practice Manager role.

You will work with a friendly group of passionate, intelligent, driven people, developing your skills in how to work efficiently and effectively as a team in a challenging role, within a profession that has exceptionally good prospects and career progression opportunities; many of Chambers' existing clerking team have progressed through the ranks to more senior roles at the set.

## Who are we looking for?

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If you are someone with ambition and drive, who is ready to take the next step in their career, then this opportunity could be for you.

You will get to experience a varied role, supported by our team of barrister's clerks who have between them over 130 years of experience. Not only will you get to work in a vibrant set situated in the heart of the Temple, London, but there will also be opportunities to meet a wide range of people, when socialising with our clients across the various sectors within which we operate, nationally and internationally.

You must be an excellent communicator, both orally and in writing, and be able to juggle multiple tasks and prioritise. Working as a team is a crucial part of this job, whilst also being able to demonstrate your own initiative. We pride ourselves on being recognised for providing a "*fantastic clerking service*" and anyone considering this role will therefore be required to uphold this standard at all times.

Ideally, you will have a strong academic record, having achieved at least A level or equivalent qualifications. Experience working in a barristers' chambers is desirable, however we will also consider candidates with legal or professional services backgrounds who can demonstrate an understanding of chambers' culture and the ability to quickly adapt to clerking responsibilities.

## What do others say about us?

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Don't just take our word for it. Here's what our clients say about us in the leading legal directories: "*A friendly but professional set that always produces work of the highest standard*" (Chambers & Partners), "*accessible, approachable and very attentive ... they are true professionals*" (Chambers & Partners), and "*...correctly considered to be a leading set and the service you receive is befitting of that reputation*" (Legal 500)

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## **What will your role include?**

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The main responsibilities in the Assistant Practice Manager role are:

- Working closely within the team, including tending to and prioritising all tasks delegated by the team
- Assisting with managing all members' diaries, including diarising hearings, conferences and other meetings
- Assisting with the processing of papers for all members
- Attendance and support at Chambers' marketing and external industry events, often outside of standard working hours and occasionally requiring overnight stays
- Preparation of materials for members' Practice Review Meetings
- Attending in person and telephone court listing appointments
- Assisting with the service and exchange of court documents
- Assisting with the billing and processing of members' fees
- Responding to telephone and email enquiries

You will be working in an accessible, open plan office environment, which allows for collaboration between our clerking, fees, marketing and management teams. Our recently refurbished clerks' room and reception areas, and our newly remodelled basement areas, are excellent places to work and enjoy.

Experience working with the LEX Practice Management System is desirable.

## **What do we offer you?**

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This role is for a full-time, permanent Assistant Practice Manager.

We offer a competitive package of up to £35,000 (dependant on experience), plus benefits. On completion of your six month probationary period, you will receive an interest free season ticket loan, auto enrolment onto Chambers' pension scheme, access to private healthcare, and the potential to be included in Chambers' bonus schemes.

Your hours will be 40 per week (9-6 each day, with a 1hr lunch break). You will receive a total of 28 days holiday, inclusive of bank holidays.

We are keen on the successful candidates starting as soon as possible, ideally by no later than September 2025.

## Would you like to apply?

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Please send a covering letter setting out your suitability for this role, and a copy of your CV via email to [recruitment@farrarsbuilding.co.uk](mailto:recruitment@farrarsbuilding.co.uk). Candidates require experience working in a Barristers' Chambers and we are keen to hear about hobbies or other interests which add value to what they might bring to this role, particularly those focused on teamwork.

You are welcome to contact this email address if you would like to discuss any aspect of the role before applying. A telephone discussion can be arranged with Chambers' Chief Executive or Senior Clerks to address any pre-application queries, if necessary.

The closing date for applications is **Friday 4 July 2025**, and we will be inviting successful candidates to interview during the weeks commencing 7 & 14 July 2025. Early applications are encouraged, and interviews may take place before this time.

Farrar's Building is an equal opportunities employer. We actively encourage applications from people in underrepresented groups in the clerking profession. Our building is fully accessible to wheelchair users, or those with other accessibility needs.



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