



## **SENIOR PRACTICE MANAGER**

A rare and exciting opportunity has arisen for a proactive and ambitious individual to join our talented clerking team as Senior Practice Manager.

Erskine Chambers is recognised as being pre-eminent in company law and a leading set in associated fields including insolvency, financial services, corporate/commercial litigation (including civil fraud and asset recovery) and international and offshore work. Comprising of 28 specialist barristers, including 10 KCs, our members are involved in some of the most intellectually challenging and legally significant matters undertaken by the Bar today.

**REPORTING TO:** Joint Senior Clerks.

**OBJECTIVE:** To provide a high quality and effective service to clients and members of Chambers and in doing so contribute to an enjoyable and productive working environment.

Take an active role in the business development and marketing activities of Chambers and assist with the growth of members' practices and the success of Chambers.

By working with senior colleagues, contribute to the development of an efficient, highly able, cohesive, and supportive clerking and administration team in Chambers.

## **ROLES AND RESPONSIBILITIES**

### **Practice Management**

- Provide a highly professional clerking and practice management function, ensuring the delivery of a first-class service to members.
- Develop comprehensive knowledge of Chambers' practice areas and members individual practices keeping up to date with developments and market trends.
- Oversee diary management processes, ensuring fair and effective allocation of work for all Members of Chambers.
- Take an active approach by looking for opportunities to develop the practices of the barristers when talking to clients.
- Manage practices and develop and maintain a good working relationship with Members of Chambers by discussing their practices with them regularly and keeping them informed of the status of their diaries.
- Negotiate and agree terms of work and set brief fees.
- Proactively look for and identifying opportunities for practice development and contribute ideas to the Joint Senior Clerks.
- Support compliance of chambers policy and with professional, contractual and regulatory obligations across all clerking activities.
- Provide ongoing development of more junior colleagues for the collective benefit of Chambers.

## **Business Development**

- Regularly organise and attend client visits to develop new and existing relationships in line with Chambers strategy.
- Contributing and assisting with marketing initiatives and attending Chambers events.
- Work with the Joint Senior Clerks to identify any new opportunities to develop new and existing relationships.
- Attend events/meetings, internal and external, and represent Chambers and its business interests.
- Have a developed knowledge of the external legal market, trends and developments, effectively used to identify and develop new market opportunities for Chambers.

## **General Responsibilities**

- Support the Joint Senior Clerks by assisting with the management and development of the practice management teams.
- Provide and maintain first-class, courteous, friendly and professional client care service at all times.
- Undertake tasks as directed by the Joint Senior Clerks.
- Participate in Chambers projects as directed by the Joint Senior Clerks.
- Cover for the absence of others, particularly that of the Joint Senior Clerks, during holidays and sickness.

## **Person Specification**

- Relevant experience gained in a Practice Management role in a similarly fast paced Chambers or legal environment.
- Commercially minded and highly committed to business development.
- Excellent negotiation and interpersonal skills, including a high standard of written and spoken English.
- Experience of working successfully with a wide variety of clients, barristers and staff.
- Excellent attention to detail.
- Ambitious, committed and with the ability to lead others.

## **How to apply**

To apply please submit your CV and covering letter to [vacancy@erskinechambers.com](mailto:vacancy@erskinechambers.com)

For a confidential discussion about the role, please contact Michael Shillingford (07398 071629 / [mshillingford@erskinechambers.com](mailto:mshillingford@erskinechambers.com)) or Alex Calder (07398 071783 / [acalder@erskinechambers.com](mailto:acalder@erskinechambers.com)).

**Closing date: 5pm on Friday 6th June 2025**

Contract: Full time, permanent

Salary: Highly competitive plus benefits

Please note that the recruitment campaign might end earlier as the applications will be reviewed on a rolling basis so, please do not delay in applying.

*Erskine Chambers is fully committed to equality and diversity in both recruitment and the provision of services. We do not discriminate on the grounds of gender, race, ethnic origin, age, religion, sexual orientation, disability or any other basis covered by local legislation and that all employment decisions are made entirely on merit.*