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26th January 2023

Dear Applicant

**Re Under Treasurer**

Thank you for your request for an application pack and further details of the above post.

To apply for the position, please send your CV, covering letter and your personal details prior to recruitment@middletemple.org.uk or via post to Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT.

Applications received after the closing date, **13/02/2023 at 10 am**, will not normally be considered.

Applications will not be acknowledged but, if you are invited to interview, you will be notified as soon after the closing date as possible. We will not be able to provide feedback on applications from candidates who are not shortlisted.

The Middle Temple HR Team

recruitment@middletemple.org.uk

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**JOB DESCRIPTION**

**JOB TITLE**: Under Treasurer

**REPORTS TO:** The Treasurer

**DIRECT REPORTS:** As most senior executive officer, the Under Treasurer has a number of direct line reports: Director of Corporate Services, Director of Education, Director of Estates, Head of Membership, Executive Assistant to the Treasurer and Under Treasurer, Governance Officer(s), Head of HR, Associate Director of Development & Communications, Diversity & Inclusion Coordinator, Head of Catering & Events, Archivist.

# **About Middle Temple**

Middle Temple is one of the four Inns of Court, which have the exclusive right to Call men and women to the Bar of England & Wales, i.e., to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of vocational training to practise as Barristers. The Inn is a professional membership organisation as well as a property landlord with a substantial property portfolio in central London. The Inn holds numerous events and functions throughout the year for its members and other and is also available for private hire. The Inn is home to an extensive law library, maintain, amongst others, specialist collections in both EU and US law. The Inn also holds an extensive collection of historic archives and artefacts, dating back centuries. Middle Temple is also jointly responsible with Inner Temple for the Temple Church, the former headquarters of the Knights Templar in England, and which was consecrated in 1185.

The Inn’s mission is to support the rule of law in the UK and overseas, especially Common Law jurisdictions, and carries this out by providing extensive education opportunities and support to its members across the world and offers scholarships to intending practitioners to the Bar.

**Main Purpose of Role**

The Under Treasurer is the most senior executive officer of the Inn, and is accountable to the Treasurer and the Masters of the Bench for the direction, executive management and strategic development of the Inn, supported by the senior management team and staff. The Under Treasurer is principally responsible for ensuring a modern, professional, efficient and effective operation in accordance with best practice and the values and objectives of the Inn, to the highest standards.

As a member of the Inn’s leadership team, the Under Treasurer plays the key role in contributing to the leadership of Middle Temple, including by designing and delivering the Inn’s overarching strategy and functional work plans that achieve our mission to be a membership-focused organisation.

The role will involve out of hours attendance either in a work capacity or at social events which are key to building and maintaining the collegiate ethos of Inn. The postholder is expected to attend these as part of the requirement to be a visible and approachable leader of the Inn.

**Main duties as Under Treasurer**

1. Responsible for all aspects of the executive and operational management of the Inn in accordance with the strategy agreed by the Benchers of the Inn and delegated financial and other authorities and in particular the Treasurer.
2. Leadership of the Inn’s executive Directors, managers and staff; motivation and development of direct reports into a high-performance management team.
3. Development of the Inn’s long-term strategy and rolling financial plan; in close collaboration with the Directors, advising the Executive Committee and Standing Committees on the strategic development of the Inn’s core purpose areas. Development of policy, particularly where it pertains to issues of concern to the profession; close liaison and collaboration with COIC, the other Inns, the Bar Council and Bar Standards Board.
4. Playing a leading role in the governance of the Inn, including being official Secretary to Parliament and the Executive Committee, where he or she acts in person, attending meetings of the Standing Committees.
5. With the Director of Corporate Services and in close collaboration with the Chairman of the Finance and Resources Committee, taking responsibility for the financial health, planning and management of the Inn. Preparation of an annual budget for discussion and regular re-forecasting reviews.
6. Overseeing the operation of key areas of the Inn’s activities, ensuring that each has appropriate leadership, direction, effective cost controls and strong performance.
7. Regularly reviewing the performance and objectives of direct reports and oversee the regular review of staff of the Inn; ensuring that remuneration mechanisms for recruitment and retention are appropriately and effectively deployed; applying regular salary benchmarking to ensure that pay and conditions of key staff are appropriate.
8. Ensuring that processes and systems (particularly in Finance, HR and IT) undergo regular review for the purpose of continuous improvement and so that appropriate investment is made for upgrading and modernisation to ensure that they are fit for purpose.
9. Overseeing the development and implementation of the Inn’s risk register; asset register; and business continuity plan.
10. Develop and maintain a rolling five-year strategic and financial plan for the Inn.
11. Taking care, responsibility for health, safety and security in the Inn.
12. All staff are responsible for their own health, safety & welfare, and that of others, through their actions or inactions. They are therefore required to be familiar with and adhere to our Health & Safety Policy (and all associated policies, systems & procedures), to develop and maintain their knowledge, skill & experience with regards to health & safety and, commensurate with the level of the post, to promote safe working practices.
13. Ensuring the Inn meets its obligations as a local authority.
14. Organisation of major events including overseas visits.
15. Supervision of the programming of all the Inn’s activities.

**Main duties as an Executive Leader of the Inn**

1. Responsible for the leadership of the Inn to achieve our aim of being a highly valued organisation that understands the needs of its members and delivers against those needs.
2. Build and maintain sector awareness and keep up to date with external factors impacting on the sector. Identify opportunities and challenges to the future of the Inn and bring those which are most appropriate to the leadership team for discussion. Contribute to the development of approved new business areas and lead on assigned projects.
3. Act as a highly visible ambassador for the Inn, raising its profile with relevant internal and external audiences whenever possible. Establish and maintain a network of contacts with other organisations within the legal sector and beyond.
4. Positively represent and promote the Inn at any internal and external meetings appropriate to the role.
5. Role model the behaviours the Inn seeks in employees which in turn foster a strong collegiate ethos. This includes highly visible, approachable leadership capable of building and sustaining high performance from teams and individuals, setting goals and inspiring people to perform; the encouragement of cross team collaboration; establishment of positive productive relationships with colleagues; clear communication of required information and knowledge; efficient and effective management of resources and sound ethical judgment.

**Main responsibilities as employee**

1. Compliance with all policies and procedures of the Inn relating to employees as set out on the Intranet, your contract of employment and any other documents produced and issued from time to time.
2. Commitment to work within the principles of equal opportunities legislation and in an inclusive, open and transparent style.
3. Work within the Inn’s formal governance structures.
4. Comply with all reasonable instructions given by the Treasurer and by Governance Committees of the Inn.
5. Always maintain a positive attitude and constructive behaviour at work.

**PERSON SPECIFICATION**

**Qualifications**

1. Relevant degree &/or member of a relevant professional body of Graduate status.
2. Evidence of CPD.

**Experience and Knowledge**

1. A track record of successful leadership and operational management of a multi-faceted organisation with diversity of services.
2. Well-developed general management skills ideally reinforced by professional management training.
3. Strong analytical and strategic skills and a keen ability to plan forward for the long term, as well as to influence senior stakeholders to follow proposals for new directions.
4. Experience of providing oversight for the management of IT and substantial building projects with the ability to plan, chair, manage project risks and move forward important and high-value initiatives.
5. Commitment to the delivery of the highest operational standards and service excellence.
6. Good budgetary and financial literacy and business acumen, including the ability to manage performance against key performance indicators and to prioritise expenditure.
7. An excellent approach to people management, including the ability to modernise staff structures and to manage change, as well as to ensure the development of experience, talent and potential, and to deal with poor performance.
8. The capability to initiate, draft and develop Inn policy, consulting and liaising with high-level stakeholders in other organisations to achieve results.
9. Experience of overseeing the servicing of high-level committees, taking minutes, preparing policy papers, briefs, agendas and speeches etc.
10. Ideally some commercial experience and/or experience of working at the interface of ‘for-profit’ and ‘not-for-profit’ activities.

**Personal Qualities**

1. Strategic, creative, outward looking, with an energetic, entrepreneurial and innovative approach, resilience, diplomacy and a sense of humour.
2. The necessary presence to carry weight and influence with a wide range of people.
3. Strong communication and relationship-handling skills, with an enabling style of people management.
4. Excellent policy development and drafting skills.
5. The patience, stamina and tolerance to work with a committee structure in a member led organisation.
6. An affinity with the profession of the Bar and its traditions, being able to accept and enjoy the ‘out of normal hours’ duties involved in the social side of the Inn and handle the balance in the role between being a senior executive with governing body members who participate in decision-making processes and a social ‘host’, with a very visible presence in the Inn’s community.
7. Be able to work collaboratively with the other Inns, the profession and external organisations, ensuring that traditional and progressive viewpoints are respected, while continuing the Inn’s development.
8. The flexibility to operate at a strategic level yet also attending to minor but important detail and being ‘hands on’ where necessary.

*This job description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.*

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**ABOUT US**

Throughout our history, the Inn has been a place without barriers, where anyone can pursue a career in law, where benchers assist new students with teaching, mentoring and coaching and where students can have a voice and be heard.

We like to think of all employees of the Inn, as part of our family, a good place to work where everyone can feel valued and supported and these values are reflected in our Values and in our Vision & Mission below.

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| **Vision**Middle Temple, as one of the four Inns of Court, exists to promote and support the rule of law throughout the Common Law World, and the fair and effective administration of justice which the rule of law requires. The rule of law is an essential cornerstone of a modern democratic society, and a strong, independent and ethical Bar is an essential component of it. |

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| MissionMiddle Temple supports the Bar by supporting its members throughout their professional careers. It does this by promoting excellence in advocacy and the highest standards of professional ethics through the education and training it provides, and the collegiate ethos it instils in its members. |

#### The activities that take place to help the Inn achieve its vision and mission can be thought of both inwards and outwards. The Vision statement is looking outwards beyond the Inn, on the importance of the rule of law, and on the importance of a strong legal profession to underpin this. Whilst the Mission statement is looking inwards with a focus on the Inn, its members and employees and the role they play in supporting the overall purpose of the Inn.

#### All employees of the Inn have a part to play in helping achieve our vision and mission through activities which either directly deliver support to the members or activities which do not directly involve the members but enable the Inn to provide services and support and preserve the heritage and legacy of the Inn.

Core activities include Educational, Training, Professional & Advisory, Information & Research and Social Support.  All these activities involve direct interaction with the Inn’s members and help the Inn achieve its mission of supporting our members throughout their professional careers.

Enabling activities provide the financial and operational resources and support to make sure the Inn can carry out its core activities in support of the membership.  These are activities such as Estates, Corporate Services, Information Technology, People/HR, Commercial and Development and Fundraising. Further detailed information about us and our work is available at [www.middletemple.org.uk](https://www.middletemple.org.uk)

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| **T:\HR FOLDER\PROJECT WORK\Pension Consultation\CMYK logo no borders.jpg****Values**  |
| **Respect**for others   | **Collaboration**& Teamwork | **Accountability**for actions, responsibilities & quality of work​​​​​​​ |
| **Competencies** |
| **Champion the Mission**Prioritises work that advances the Strategic Plan and that positively impacts the workforce.  An active participant in the organisation. | **Selflessness & Collaboration**Seeks the best for the organisation rather than for self &/or team.  Open-minded in seeking the best ideas. Makes time to help & support colleagues. | **Accountability**Responsible for effectively fulfilling role duties. Contributes to achieving team/organisational goals. Takes responsibility for own performance, actions & mistakes. |
| **Respect company** **policy & rules**Proactively ensures a current knowledge of all policies, procedures & rules. Demonstrates adherence to these. | **Show Respect to Others**Respects people for who they are; for their knowledge, skill & experience, as individuals & as team members. | **Delivering quality**Takes pride in own work and always strives to deliver the best quality.  Pays attention to detail. Makes sound decisions. |
| **Be Open & Honest**Courteous, professional, honest, open, ethical & fair. Sharing information, insight & constructive advice in clear communications.   | **We Are One Team**Understanding that our colleagues make the difference & that diversity makes us strong. Collaborative, supportive & cooperative. | **Be Positive**Is curious, asks for support, and demonstrates an ability & willingness to grow. Learns from mistakes. Positive & enthusiastic.  |
| **Forward Thinking**Plans for, proactively contributes to & encourages, positive change. | **Initiative & Drive**Working enthusiastically and effectively with minimal supervision. Continuously seeks solutions & opportunities for improvement. | **Lead By Example**At all levels, acts in a way that demonstrates what is expected of all staff. |
| **Management Only** |
| **Resource & Financial Management**Plans & executes projects & tasks effectively, to schedule & budget. Effectively & efficiently manages, assigns & utilises available resources (e.g. time, people, finances, materials) to meet operational needs. |

**GUIDANCE NOTES**

*Please read this guidance carefully before completing your application.*

**GENERAL**

* If you have a disability and need assistance completing the application form, please contact the HR Department.
* Applications received after the closing time/date will not normally be considered. We do not normally acknowledge receipt unless requested. The Middle Temple cannot be held responsible for applications that miss the deadline for reasons that are beyond its control.

**YOUR APPLICATION**

Application is by CV and covering letter. Candidates are advised to read the Job Description & Person Specification prior to writing their covering letter. Only the information provided in your written application will be considered during the shortlisting process, except where a disability is indicated.

The Personal Details you provide and the completed Equal Opportunities Monitoring Form are detached before the application is considered during the shortlisting process. Personal information is maintained for administrative and statistical purposes. If completing electronically and there is a [ ] , double-click & select, ‘Checked’ ([x] )to indicate your response.

* To comply with the law under Section 8 of the Asylum and Immigration Act 1996, the Middle Temple requires evidence of your eligibility to work in the UK. If you are selected for interview, you will be required to provide evidence (e.g. your passport, birth certificate, work permit etc.). The Middle Temple will make a copy of the original documents and retain in line with Section G, Data Protection.
* You are required to give details of ‘unspent’ convictions and pending convictions. A ‘spent’ conviction is when you have been convicted of an offence but not convicted again within a specified time. A conviction becomes spent after a certain length of time, which varies according to the sentence and your age at the time of the conviction. The Middle Temple will not discriminate against ex-offenders. If you have previous convictions this will not automatically prevent you from getting a position with us. We consider how previous convictions could affect the role you are applying for.
* If you have a disability as defined by the Equality Act 2010 and you demonstrate to the shortlisting panel that you meet all the essential requirements of the person specification, you will be invited for an interview.
* Applicants for vacancies that show a flexible working preference such as job share shall receive no less favourable selection consideration.
* If you are successful, the application form and supporting documents etc. will be retained on file, securely and confidentially. If you are unsuccessful, the application form and supporting documents will be stored securely and confidentially for 12 months after which time, they will be destroyed.
* If you give false or misleading information on your application form, it will be rejected. If you gain a position with the Middle Temple by making such statements, you will be liable to action which could result in your dismissal.

**EQUAL OPPORTUNITIES MONITORING FORM**

The Middle Temple is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and to not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

To assess the success of this policy is, we monitor all prospective and existing employees on the protected characteristics mentioned above. We would therefore be grateful if you would complete the questions on this form. The Middle Temple manage this information in line with Section G, Data Protection.

**POTENTIAL CONFLICTS OF INTEREST**

A conflict of interest may arise where an employee may be seen to derive personal benefit from the actions or decisions made in their official capacity or where the concerns or aims of the employee appear incompatible with those of the Middle Temple. You are asked to declare any potential conflict of interest so that these can be managed effectively and do not compromise the Middle Temple’s position.

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 **PERSONAL DETAILS**

This section, and the Equal Opportunities Monitoring Form that follows, will be detached and not used in the shortlisting/selection process with one exception as outlined in *Disabilities* below.

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |  |
| **Email address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:**  |  |
| **Mobile telephone number:** |  |

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|  **Other Details** |
| What is the notice period required in your present post? |  |
| Do you have the right to work in the UK? | Yes [ ]  | No [ ]  |
| If you have a work permit, what is the date of expiry? |  |
| Where did you see the advertisement for the post? |  |
| **Rehabilitation of Offenders Act 1974 -** Do you have any convictions or cautions that you consider are NOT SPENT or actions pending? | Yes [ ]  | No [ ]  |
| If YES, please give details. |  |

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| **The Equality Act 2010 -** defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’. The Middle Temple has a commitment to shortlist for interview all applicants who indicate in their application that they have a disability and who demonstrate that they meet all of the criteria in the person specification. |
| Do you have a disability? | Yes [ ]  | No [ ]  |

**G DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulations (GDPR) 2018. Individuals have on written request [& on payment of a fee] the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct and consent to the Middle Temple processing the data supplied for the purpose of recruitment and selection.

|  |  |
| --- | --- |
| **Signature:** | **Date:** |
|   |  |

Please send your completed application and Equal Opportunities Monitoring Form (by the closing date) to **recruitment@middletemple.org.uk** or via post to Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT.

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**EQUAL OPPORTUNITIES MONITORING FORM**

The Middle Temple is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The information you provide will be used for statistical and monitoring purposes only. It will be treated in confidence and is subject to the provisions under the current Equality Legislation and GDPR. If completing electronically double-click [ ]  & select, ‘Checked’ to indicate your response.

|  |  |
| --- | --- |
| **LAST NAME:** |   |
| **FIRST NAME:** |   |
| **DATE OF BIRTH:** |  |
| **POST APPLIED FOR:** |  |

1. **Gender - Which of the following best describes your gender?**

|  |  |  |  |
| --- | --- | --- | --- |
| Male [ ]  | Female [ ]  | Prefer not to say [ ]  | Prefer to self-describe [ ]  |
| Option to self-describe: |  |

1. **Sexual Orientation - Which of the following best describes your sexual orientation?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bi [ ]  | Gay / Lesbian [ ]  | Heterosexual / Straight [ ]  | Prefer not to say [ ]  | Prefer to self-describe [ ]  |
| Option to self-describe: |  |

1. **Gender Identity – Do you identify as trans?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes [ ]  | No [ ]  | Prefer not to say [ ]  | Prefer to own term [ ]  |
| Option to self-describe: |  |

|  |  |
| --- | --- |
| 1. **Ethnicity – what is your ethnic group?**
 | 1. **Religion & belief – what is your religion?**
 |
| [ ]  Arab[ ]  Asian or Asian British: Indian[ ]  Asian or Asian British: Pakistani[ ]  Asian or Asian British: Bangladeshi[ ]  Asian or Asian British: Chinese[ ]  Asian or Asian British: Other[ ]  Black or Black British: African[ ]  Black or Black British: Caribbean[ ]  Black or Black British: Other[ ]  Mixed: White & Black Caribbean[ ]  Mixed: White & Black African[ ]  Mixed: White & Asian[ ]  Mixed: Other[ ]  White: British[ ]  White: Irish[ ]  White: Other[ ]  Other ethnic group or you prefer an alternative definition, please specify: [ ]  Prefer not to say | [ ]  Buddhist[ ]  Christian[ ]  Hindu[ ]  Jewish[ ]  Muslim[ ]  Non-religious (atheist, Humanist etc)[ ]  Sikh[ ]  Other[ ]  Prefer not to say[ ]  Prefer to self-describe, please specify: [ ]  Prefer not to say |

1. **Disability – Do you consider yourself to have a disability?**

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| The Equality Act 2010defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’. The Middle Temple has a commitment to shortlist for interview all applicants who indicate that they have a disability and who demonstrate that they meet all of the criteria in the person specification. |
| Do you have a disability? | Yes [ ]  | No [ ]  |
| If YES, please give brief details of the effects of your disability on your day-to-day activities, and any other information that may help us to accommodate your needs and meet our obligations under the Equalities Act 2010: |  |

1. **Dependents – Are you a Carer?**

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| Carers are people with caring responsibilities that have a substantial impact on their working lives. They provide care for or support disabled, elderly or sick partners, relatives or friends who are unable to care for themselves. |
| Are you a carer? | Yes [ ]  | No [ ]  | Prefer not to say [ ]   |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have responsibility for other dependants? (e.g. children) | Yes [ ]  | No [ ]  | Prefer not to say [ ]   |

1. **Age**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 16-24 [ ]  | 25-34 [ ]  | 35-44 [ ]  | 45-54 [ ]  | 55-64 [ ]  | 65+ [ ]  | Prefer not to say [ ]  |

**DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulations 2018. Individuals have on written request (& on payment of a fee) the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal. **I consent to Middle Temple processing the data supplied in this application form for the purpose of recruitment and selection.**

|  |  |
| --- | --- |
| **SIGNATURE:** |   |
| **DATE:** |   |