



Executive Assistant to the Chief Executive - Job Advert

Salary range from: c£40,000 (depending on experience) + benefits

Location: Gray's Inn, London

This post is advertised as full time but part time and some hybrid working available

Permanent position

This is a fantastic opportunity for a proactive, organised and versatile Executive Assistant. You will work in this unique and special environment for the Chief Executive and provide trusted, comprehensive logistical support. With relevant experience, you will be someone who is adaptable, professional, discrete and happy to take a pivotal role in managing schedules, and handling communications and sensitive confidential information.

You will excel at handling a range of issues with attention to detail, diplomacy and humour. You will act as the CEO's ambassador and right-hand support, freeing her to focus on strategic and business development goals.

The day-to-day role involves:

- Schedule management for the Chief Executive, including meetings, interviews, appointments and travel arrangements
- Meeting support, including agendas, preparing and distributing materials, taking minutes and following up on action points
- Communication management, including handling phone calls, messages, meet and greet visitors, emails and other forms of communication on behalf of the CEO
- Administrative support, including managing files, submitting expenses, ad hoc administrative tasks
- Project coordination, including ad hoc projects and initiatives on behalf of the CEO

The many and varied skills required for this job include:

- Accuracy, intellectual ability and professionalism
- Absolute discretion, confidentiality and maturity
- Enthusiasm, stamina, proactivity, adaptability and energy
- Emotional intelligence
- Attention to detail, problem solving, good administrative and IT skills
- A sense of humour



Gatehouse Chambers is a successful, modern chambers which is managed professionally. The staff team is a collaborative, cohesive and highly regarded in the market and focuses on shared goals and objectives of continuing development of chambers and its barristers, and service to clients. It is enhanced by its award-winning office space winning 'Best Chambers for Facilities' in the Legal Cheek Awards 2024.

For any queries, please speak to Linda McGivern 020 7242 2523.

CVs will not be considered.

To apply - Please read the information pack, which includes the job description and more information about Gatehouse Chambers. The application can be accessed by accessing the [recruitment portal](#).

All completed application forms should be submitted via the portal.

Closing date: Midnight on Sunday 27 April 2025

Interviews likely to be during the latter part of the week commencing Monday 28 April 2025

Gatehouse Chambers is an equal opportunities employer and we particularly encourage applications from people who are underrepresented in the legal profession <https://gatehouselaw.co.uk/equality-diversity-inclusion/> Candidates including persons with 'invisible' disabilities will be offered reasonable adjustment and we welcome application from neurodiverse and disabled candidates.



Executive Assistant to the Chief Executive - Job Description

Reporting to: Chief Executive

About Gatehouse Chambers

Gatehouse Chambers is a leading set of barristers' chambers, specialising in commercial, construction, property and insurance law. There are approximately 100 barristers supported by about 35 members of staff. Gatehouse Chambers' offices are located in Gray's Inn.

More information is on our website - <https://gatehouselaw.co.uk/>

Job Summary

The CEO is the chief of staff, key adviser to the Heads of Chambers and Management Committee and is responsible for recruitment, strategy, client relationship management and the implementation of the 2030 Business Plan.

The Executive Assistant to the Chief Executive is responsible for being the pivotal, trusted, right-hand support to the CEO. This important role covers:

- Schedule management for the Chief Executive, including meetings, interviews, appointments and travel arrangements
- Meeting support, including agendas, preparing and distributing materials, taking minutes and following up on action points
- Communication management, including handling phone calls, messages, meet and greet visitors, emails and other forms of communication on behalf of the CEO
- Administrative support, including managing files, submitting expenses, ad hoc administrative tasks
- Project coordination, including ad hoc projects and initiatives on behalf of the CEO

Defined responsibility

Executive Assistant

- Proactively manage and administer the Chief Executives diary,



GATEHOUSE CHAMBERS

including meetings, interviews, appointments and business trips.

- Co-ordinate the administrative requirements for meetings, prepare agendas and take minutes, as required.
- Act as first point of contact for the CEO, handling calls, emails and inquiries.
- Draft, proofread and edit management committee reports
- Organise travel arrangements, itineraries and accommodation for the CEO and other senior members of the staff team.
- Assist with special ad hoc projects, including research and other administrative tasks.

Meeting Administration

- Arrange and coordinate the scheduling of Management Committee meetings and all other meetings involving the CEO, ensuring the availability of its members and arranging meeting rooms and resources.
- Work with the CEO on meeting agendas and papers
- Attend Management Committee meetings and take accurate, detailed minutes
- Track and follow up on action items arising from management Committee meetings, taking into consideration deadlines and that the CEO is informed.
- Maintain organised records of all Management Committee meetings and papers, ensuring they are accessible to chambers.

Staff Team Mission Statement

At Gatehouse Chambers the staff team are all committed to:

1. Identifying and meeting our clients' needs (whether they are internal or external clients) and providing standards of excellence in the service provided to all those with whom we come into contact.
2. Enabling members to realise their practice aspirations – the type and mix of work/clients, income, appointments, balance of professional and private life. Achieved by:
 - Relationship building
 - Spotting and pursuing opportunities for individual members and groups of members
 - Active handling and pro-active management of members' diaries
 - Ensuring all practice management staff understand members' aspirations and are able to put them into effect
 - Delivering excellent client care to members' clients
 - Profile-raising and identifying marketing opportunities
3. Ensuring that each member receives excellent leadership and professional support and advice in organising their professional life.
4. Sharing a commitment to learning and developing ourselves and one another.
5. Working together collaboratively with members and with each other to achieve Gatehouse Chambers' goals; understanding and respect for each other.
6. Working hard and having fun!

GATEHOUSE CHAMBERS CHARTER

INCLUSIVE CULTURE AND PRACTICE

Our organisation

- Recognises the role all organisations can play in challenging inequalities, and the delivery of anti-discriminatory practices for the benefit of all and in particular under-represented or disadvantaged groups and individuals.
- Commits to ensuring an inclusive, welcoming and safe place for all regardless of any individual's characteristics, identity, background and/or range of experiences including but not limited to race, gender, gender identity, sex, sexual orientation, pregnancy and maternity, age, neurodiversity, disability, religion or belief, marriage and civil partnership, socio-economic and/or educational background (whether protected under the Equality Act 2010 or not) ("all Characteristics").
- Commits to taking a lead in influencing positive change within our organisation, in our profession and more widely. In doing so, acknowledges its role as a part of the administration of justice and the provision of legal services to the public.
- Recognises the need, as proactive allies, to create and maintain an accepting environment welcoming colleagues and clients regardless of their Characteristics.
- Ensures our recruitment, selection and promotional criteria, policies and materials are designed to be explicitly inclusive and encouraging to those from under-represented and/or disadvantaged groups and to reduce the risk of bias (conscious or unconscious).
- Promotes diversity of leadership and representation throughout our organisation.
- Acknowledges the ongoing under-representation of various groups in the Bar community at all levels and the need to address recruitment, retention and progression.

Our organisation pledges to promote inclusion and positive change by:

1. Having one named member of our senior leadership team/ management committee who is accountable for each of (i) sex and gender diversity and inclusion, (ii) race and religious equality and inclusion and (iii) ensuring the freedom, dignity and



inclusion of people who are neurodiverse and/or with disabilities within and dealing with our organisation.

2. Auditing and/or considering (on an annual basis) the differential outcomes for different groups at all levels of the organisation to identify barriers to equality based on any Characteristics.
3. Developing, regularly reviewing and maintaining an inclusion and equality action plan to achieve equality and address identified barriers (including but not limited to specific objectives to address barriers related to sex and gender, race and religion, and neurodiversity or disability) and socio-economic and/or educational backgrounds at all levels of our organisation.
4. Setting and including within the inclusion and equality action plan targets for diversity in senior roles, recruitment, progression and/or remuneration.
5. Reviewing our performance against the action plan and any targets, producing a report on our progress and revising the action plan in light of any progress or lack of progress annually.
6. Committing at a senior level to tackling any features of our workplace culture that are or may be barriers to the fulfilment of this pledge. Recognising that, whilst we all come from different backgrounds with our own personal histories and have differing views, we commit to being respectful, considerate and compassionate at all times, open to being challenged and inviting constructive criticism particularly from those who are under-represented or disadvantaged.
7. Committing at a senior level to address any language or conduct within the workplace which might be regarded as subjecting a person with any Characteristic to discrimination, bullying or harassment within our organisation.
8. Asking every member of this organisation to hold themselves and each other accountable for living up to these statements and pledges.
9. Encouraging everyone in the organisation to take time to educate themselves about the experience of and barriers faced by others so that we may be better allies to each other.
10. Making public our pledge and publishing our targets, action plan and annual report on progress.
11. Making training, designed to achieve and embed a comprehensive inclusive culture and practices, available to everyone in the organisation and encouraging everyone to undertake such training.