



Practice Manager Advert August 2025

Role: Practice Manager

Start date: asap

Starting Salary: c£38,000 (depending on experience) + benefits

Location: Gray's Inn, Central London

Reporting to: Practice Director/Senior Practice Managers

Overview

Role summary:

We are seeking an experienced Practice Manager with up to five years' experience in a practice desk or clerking environment to join our well-established team. Relevant industry experience in any of our core practice areas such as property, construction, commercial, insolvency, insurance, and professional negligence is desirable but not essential.

What matters most to us is finding the right individual with the skills, experience, and determination to thrive. This is a fast-paced and challenging role which is integral to supporting our barristers and maintaining the quality service we provide to our clients. We are looking for a collaborative team player who performs well under pressure and contributes meaningfully to the business development of chambers.

About us:

We are a modern, leading set of barristers' chambers, specialising in commercial, construction, property, and insurance law. Our team consists of over 100 barristers supported by a dedicated team of approximately 35 members of staff.

Our highly regarded practice management team plays a central role in driving Chambers' growth, supporting the professional development of our barristers, and upholding our outstanding client service. It is enhanced by our award-winning premises, having been named 'Best Chambers for Facilities' in the Legal Cheek Awards in 2024 and 2025.

At Gatehouse Chambers, we foster a supportive, inclusive, and friendly culture where everyone feels valued for their contribution. We are committed to investing in training and wellbeing initiatives, empowering our colleagues to thrive.

Our benefits include 22 days' holiday and extra discretionary days, in addition to statutory bank holidays. We offer an interest free travel loan (after successful completion of probation), Bike to Work Scheme, Electric Car Scheme and 5% pension contribution after 3 months.



Gatehouse Chambers' offices are located at Gray's Inn. Please refer to our website for further details on <https://gatehouselaw.co.uk/>.

Hours:

This is a full-time, chambers-based role operating from Monday to Friday, 9.00am to 6.00pm, with the option to work from home one day per week following a successful probation. The role will require evening attendance of client and business development events. The ideal candidate will be a proactive and engaging team player with a commitment to delivering exceptional service to clients, barristers and other team members.

Responsibilities

- Supporting a team of barristers alongside other members of the team
- Proactive diary, listing and case management
- Involvement in barristers' career planning and supporting them through the milestones of their lives and careers
- Negotiating and agreeing barristers' fees
- Maintaining and developing client relationships
- Planning, initiating and being involved in business development meetings and events
- Attending industry events and building your own profile within the legal market
- Executing a range of other activities to support the team, including billing
- Preparing court listings and attending fixing appointments

Desirable experience

- Experience of diary and case management
- Experience of negotiating and agreeing fees and the range of funding types
- Experience utilising Lex Chambers Management software and Microsoft Office (desirable but not essential)

Personal attributes and key skills

- Strong interpersonal and communication skills, with the confidence to liaise with colleagues, clients and external stakeholders
- Excellent organisational skills to manage competing priorities and meet time sensitive deadlines
- Proactive, self-motivated and able to take initiative to progress matters
- Good negotiating skills and commercial acumen
- High attention to detail, with well-developed administrative and IT skills
- Accuracy, intellectual ability, and a consistently professional approach
- Discretion when dealing with confidential matters
- Enthusiasm, energy and resilience in a demanding environment
- Emotional intelligence, with the tact to manage sensitive matters appropriately
- A team orientated and 'can do' attitude to support colleagues across chambers
- A sense of humour



How to apply

To apply for this role, please click [here](#).

Candidates should submit their application form as indicated by 11.59pm on Sunday 7 September. Please note that CVs will not be considered.

The interview process will take in September, and the successful candidate will ideally commence this role no later than October 2025.

For any queries, please contact our Head of HR, Aphrodite Maratheftis, on 020 7242 2523 or email jobs@gatehouselaw.co.uk.

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

Practice Manager Job Description **August 2025**

Job title: Practice Manager

Reporting to: Practice Director/Senior Practice Managers

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

A Practice Manager (PM) is responsible for supporting, organising and promoting the barristers at Gatehouse Chambers. Working as part of a team, the PMs take primary responsibility for the efficient and effective management of a group of barristers' diaries and the administration of cases. They are also involved in barristers' career planning and development and will assist in profile raising and business development across a range of different practice areas. PMs report to one of four Senior Practice Managers, and to the Practice Director.

Defined responsibility

Diary and Case Management

- Record all incoming opportunities, briefs, instructions, enclosures, emails and letters on to the case management system (Lex) and ensure electronic diary bookings are up to date on a daily basis.
- Fix cases in courts as appropriate and attend listing appointments where necessary.
- Proactively manage and administer barristers' diaries and assist in co-ordinating the timely arrival of case papers from clients.
- Deal with email and telephone enquiries for new work and deal efficiently, speedily and appropriately.
- Negotiate fees and funding arrangements with clients, under the supervision of the Senior Practice Managers and Practice Director where necessary.



Marketing and Business Development

- Support the team by attending seminars and functions to promote Gatehouse Chambers, and to assist in making introductions and building barristers' profiles.
- Promote and market the specialisms, availability and experience of barristers in emails and when on the telephone to clients, in order to generate more work for barristers already known, or to introduce barristers who are not known to the client.
- Spot opportunities for profile-raising for barristers, and suggest, initiate and organise client events, business meetings or other marketing opportunities.

Personal Development

- Build and develop your own profile in the legal market by attending events and enhancing relationships with clients.
- Be proactive about your own training and development and suggest and initiate your own ideas. Participate in Gatehouse Chambers' own Training Programme.

Practice Manager - Key Competencies

Knowledge	
Market	<ul style="list-style-type: none"> • Knowledge of the legal market and trends • Understanding of practice areas that make up Gatehouse Chambers' specialist areas • An understanding of legal terminology • An awareness of brief fees, charging rates, alternative litigation funding, conditional fee arrangements and pro bono • An awareness of the regulatory framework in which barristers operate • Awareness of the press commentary on the future of litigation and the courts system
Technical	<ul style="list-style-type: none"> • Experience of Lex (case management system) • Experience of fees negotiation and levels of fees • Experience of courts and tribunals' listing offices • Evidence of closing deals and record keeping in negotiations and correspondence • Knowledge of Bar Council and Bar Standards Board guidance on Code of Conduct and practice management standards
	<ul style="list-style-type: none"> • Experience or understanding of developing professional service practices • Ability to spot business development and marketing opportunities for new work and introductions for barristers • An ability to understand and support the different stages of a barristers' career.
Skills	
Personal effectiveness	<ul style="list-style-type: none"> • Ability to manage multiple diaries effectively • Ability to balance short and longer term priorities • Evidence of being responsive to clients' varied needs • Evidence of ability to write letters, emails, tender documents at a high level • Attention to detail and service delivery • Commitment to excellence
Marketing and business development	<ul style="list-style-type: none"> • Ability to build and develop new relationships and initiate face time with clients • Demonstrate the ability to be creative about new ideas, not stifled by rules and traditions
Team engagement	<ul style="list-style-type: none"> • Ability to work with all team colleagues and barristers effectively • Ability to communicate, support and guide others
Behaviours	
<ul style="list-style-type: none"> • Evidence of being a good communicator who shares knowledge • Evidence of being a collaborative team player who leads by example • Evidence of drive, determination, resilience and ability to provide practical solutions to problems • A commitment to personal development • Value fit with the Gatehouse Chambers Charter and the Staff Mission Statement 	

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.