

Radcliffe Chambers

Job Title: Assistant Practice Manager (Full time, shift system operates between 8.30am and 6.30pm on a weekly rota basis)

Location: New Square, Lincoln's Inn, London

Salary: Competitive

Closing date for applications is midday 29th July 2026

Radcliffe Chambers are seeking an Assistant Practice Manager ("APM") to join our clerking team. Applicants should have a minimum of 3 years' experience.

Chambers have a strong reputation both domestically and internationally within the fields of Private Wealth/Trusts, Commercial disputes, Insolvency, Pensions, Property, Charities and Banking and Financial Services.

The successful APM will work alongside two other APM's to support Chambers' busy Practice Management teams. Reporting to the Head of Clerking and Deputy Head of Clerking, the candidate will provide efficient and professional support to the members of Chambers whilst ensuring the clerking team always provides a professional and courteous high level of service.

We are seeking a confident, professional individual with previous experience with diary management, allocation of junior work, basic fee negotiation skills, liaising with courts (preferably with a good knowledge of listing procedures), together with an understanding of the business development requirements for developing members' practices and maintaining/developing client relationships with solicitors/clients.

Key Responsibilities

- Diary Management – dealing with bookings, listings/hearings and general diary management for members in line with agreed procedures in an organised and efficient manner. (previous experience of LEX would be beneficial, though not imperative)
- Fee negotiation for members of your team along with agreeing appropriate terms of work (working closely with Practice Managers)
- Assist with allocation of work for incoming instructions and briefs to appropriate barristers taking into consideration the wishes of the client, individual barrister's practices, and practice development objectives.
- Answer telephone calls promptly and efficiently and deal with professional enquiries about the experience and availability of barrister members.
- Working with and developing the Junior Clerks in their tasks and assisting in developing their abilities in practice management

- Contribute and take a proactive approach to business development and attend, where appropriate, client events from time to time as requested by the Practice Management Team
- Deputising for junior clerks as and when required to cover holiday periods
- Ensure the clerking team always provides and maintains a first-class and professional service to its clients and barristers.

Experience/Skill Set

- Minimum 3 years' experience gained within a clerking / practice management team environment
- Conscientious, professional and well presented
- Strong verbal and written communication skills and professional telephone manner
- Experience in dealing with diary management and fees, with excellent negotiation skills
- Experience with allocation of work
- Ability to deal with multiple demands and effectively prioritising work within a busy clerks' room.
- Knowledge of listing procedures, liaising with opposing legal teams, listing officers and Judge's clerks.
- Organise, manage and deliver your own workload with a high degree of accuracy
- Ability to collaborate effectively across chambers and with outside organisations.
- Good knowledge of IT (including Word, Outlook, Excel etc.) and how it supports the clerking function (experience of LEX software would be ideal, but not essential; training can be provided).

Benefits

- 23 days holiday (*plus bank holidays*)
- Pension contribution
- Discretionary Bonus Scheme (*subject to targets*)
- Season Ticket loan (*after completion of probation period*)

If you're interested in this exciting opportunity to join a professional, successful and welcoming clerking team environment, please send your CV, together with a covering letter or email briefly setting out your suitability to the role, to our Head of Clerking, John Clark, by email at john@radcliffechambers.com

Please mark your email application clearly as "**Assistant Practice Manager Vacancy**"

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We are an equal opportunities employer committed to creating an inclusive environment for all employees. We value diversity and welcome applications from appropriately qualified individuals of all backgrounds, regardless of age, disability, gender identity, race, religion or belief, sex, sexual orientation, or any other legally protected characteristic.