



**Coordinator - IADRU  
Part Time/Full Time  
£Very Competitive**

3 Verulam Buildings is a leading barrister's chambers providing specialist advocacy and advisory services worldwide in all areas of commercial and financial litigation, dispute resolution, international arbitration and public international law.

Chambers seeks a Coordinator to assist in the operations of their International Advisory and Dispute Resolution Unit. The IADRU is 3VB's international CSR unit whose objective is to provide advisory, dispute resolution and pro bono services for low-income countries and emerging markets. IADRU's work whenever possible aims to support the UNSDGs. Further information on the IADRU can be found [here](#).

The role supports all of chamber's practice groups and works closely with Chambers Corporate Social Responsibility (CSR) Committee and the Business Development (BD) Committee.

On behalf of the IADRU Steering Group the role has day-to-day responsibility for the management and administration of IADRU, responsible for developing existing projects, generating new external partnerships and initiatives, and raising IADRU's profile. The role also works closely with Chambers' senior management team and Practice Managers.

Applicants possessing a good knowledge of the Asian market would be desirable.

**Key responsibilities:**

- Execute IADRU's strategic plan.
- Facilitate the planning, implementation, and follow-up of projects.
- Manage strategic relationships with external partners.
- Identify external speaking opportunities for IADRU to provide thought leadership/pitch for projects.
- Advise on the BD budget for the Unit.
- Work closely with BD on IADRU focused events: International Women Day, IADRU Annual lecture and Associate Members Breakfasts.
- Lead, attend and contribute to practice and departmental meetings (CSR, Arbitration).
- Identify and manage IADRU's training program (Praxis, Africa Legal)
- Project manage requests for proposal, pitches and other BD projects, client relationship and assistance to members when providing services or informal consultation to IADRU's clients and external partners.
- Lead the development of profile-raising activities for the Unit, including the submission of press releases, sponsorships, and programmes.

- Work with high profile stakeholders, members, associate members, and external partners on special projects.

**Other duties may include:**

- Regular liaison with 3VB's arbitration and PIL group members, Senior Practice Managers and Chambers Director.
- Diary management.
- Regular contact with arbitration centres, including but not limited to the NCIA, KIAC LCIA, ICC, SIAC, SCC and HKIAC.
- Regular meetings with the Bar Council, Standing International Forum of Commercial courts, MoJ, COMBAR Africa to partner and support their international work.
- Assisting with the promotion and marketing of IADRU at 3VB, as part of Chambers' overall marketing strategy.
- Identifying and understanding developments in the fields in which 3VB practices.

**All applicants are requested to complete an Equality, Diversity & Inclusion form, available [here](#).**

We are committed to equality and to fostering diversity in our profession.

We will treat everyone equally and irrespective of their age, background, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex or sexual orientation.

Please advise us in advance of the interview if you have any access needs (including those arising from neurodiversity) and/or require reasonable adjustments for the interview so that we can make appropriate arrangements.

3VB will undertake general online searches for the shortlisted candidate(s), this may include social media and video platforms such as Facebook, Twitter, Instagram, Tik Tok and YouTube. Online searches will only examine data that is publicly available. The purpose is to identify anything that could impact upon the reputation of our members and staff and/or on the reputation of 3VB as a whole. Any areas of concern will be discussed with the candidate(s).

The successful applicant will be subject to relevant clearance from the Disclosure and Barring Service.

For all enquiries please contact:

**ABC Chambers Solutions LLP on 0203 890 8190** – 44 Southampton Buildings, London, WC2A 1AP

To apply for this role please e-mail a comprehensive CV and covering letter to one of the [team](#) or contact them directly for a confidential discussion:

Hudson Brewer - [Hudson@abcllp.com](mailto:Hudson@abcllp.com)  
Georgina Sundown – [Georgina@abcllp.com](mailto:Georgina@abcllp.com)  
Erin Mansfield – [erin@abcllp.com](mailto:erin@abcllp.com)  
Margot Emlyn Jones – [margot@abcllp.com](mailto:margot@abcllp.com)

0203 890 8190

**All third-party applications will be forwarded to ABC Chambers Solutions.**