

Job Title	Business Development and Marketing Assistant
Reporting To	Head of Business Development and Marketing and Marketing Manager
Main Purpose of Job	Reporting to the Head of Business Development and Marketing and Marketing Manager this role supports Chambers in the execution of the business development and marketing strategy including database updating and maintaining, client research, communications, PR and event organisation.
Key Responsibilities	<ul style="list-style-type: none"> • Assisting with the maintenance of records for business development activities and the developing of relationships with clients, targets and referrers. • Undertake research to support business and client development activities. • Provide support with the organisation of international and domestic marketing events. Attendance at events will be required. • Assist with the preparation of marketing materials including invitations on LEX, PowerPoint presentations, and other relevant marketing materials. • Assisting with the maintenance of the Chambers' website (WordPress) and social media accounts, ensuring website content is kept updated and optimised for search engines. • Preparation of content for social media accounts to improve Chambers' and members' profiles, drive traffic to the website and increase followers. • Preparation and distribution of regular internal communications within the Chambers and ensuring the marketing pages of the intranet are kept updated. • Ensuring pupillage pages of the website and social media channels are kept updated with relevant content. • Supporting with pupillage marketing events and identifying recruitment initiatives.
Salary/ Benefits	Competitive
Person Specification	
Education/Qualification	Degree or similar level qualification
Required Qualities, Knowledge and Skill Set	<ul style="list-style-type: none"> • Good oral and written communications skills. • Good IT skills. • Good interpersonal skills.

	<ul style="list-style-type: none">• Have initiative, and ability to work under pressure, adapting to new demands within a busy team.• Helpful but not essential to have some understanding of a barrister's chambers or legal environment.
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