

Marketing & Events Assistant

Garden Court Chambers



Reporting to: Marketing and Communications Officer
Based within: Marketing Team

Summary

Garden Court Chambers is one of the largest and most successful barristers' chambers in the UK. Following rapid expansion in recent years, we now have over 180 barristers supported by a busy marketing team. We are recognised as leaders in criminal defence, civil liberties, housing, immigration, family and public law. Our passion for human rights and social justice has shaped the development of law in these areas over the last 40 years. This is reflected in our ground-breaking cases, which hit the news headlines every week.

We are seeking to recruit a Marketing & Events Assistant to support our expanding marketing function. The successful candidate will help run Chambers' busy programme of events, which includes seminars, conferences and social events, alongside other marketing activities. This is an ideal role for a graduate with some practical marketing experience who wants to develop a career in marketing and events.

Duties and Responsibilities

Seminars and Event Management

- Handling booking requests
- Co-ordinating speaker diaries
- Liaise with speakers in preparing for seminars
- Venue management on the day, including setting up furniture and equipment
- Assist with drawing up invitation lists for events
- Uploading events on to the Chambers website
- Collate documentation for seminar packs
- Organise catering for events
- Draw up delegate lists and arrange name badges
- Capture, analyse and report on delegate feedback

Website and Email Marketing

- Publish and edit news articles, barrister profiles and other content on Chambers' website using a content management system
- Use a web-based email marketing system to send seminar announcements to clients and subscribers

Database Work

- Add and update lists of contacts to our database
- Undertake telephone and web-based research to build up lists of contacts and to validate existing records

Legal Directory Work

- Co-ordinate and edit submissions to the legal directories including Chambers UK and the Legal 500
- Arrange follow-up interviews for barristers with the directory researchers

Social Media Work

- Post news and events on Chambers' Twitter feed
- Work with the marketing team to expand our social media engagement
- Edit and post blogs on Chambers' website

Person Specification (Skills, experience and competencies required in this post)

Essential – all of the following:

- Graduate-level study or equivalent educational attainment
- Demonstrable interest in pursuing a career in marketing
- An interest in human rights and social justice, and an ability to understand and identify with the work, ethos and values of Garden Court Chambers
- Intermediate computer literacy including Microsoft Word and Excel skills and an ability to learn new systems quickly
- Experience of administrative work
- Neatness, accuracy and a high attention to detail, including basic proof-reading
- A calm, patient approach to work in a very busy environment
- Ability to communicate effectively with barristers, suppliers and clients over the telephone, by email and in person
- Excellent planning and time management skills
- Ability to work unsupervised on regular tasks and ensure that they are completed on time
- Ability to be flexible around working times, including working until 19:30 approximately once per week and working until 21:00 approximately five times per year.

Desirable – one of more of the following:

- Experience of running events
- Demonstrable experience and interest in using social media (*for example writing a blog or using Twitter*)
- Higher level IT skills, including advanced features in Microsoft Word, Excel and Powerpoint
- Web content management skills including writing and editing material for publication
- An understanding of the legal sector in the UK

Some of these skills, experiences and competencies may be demonstrated through extra-curricular activities or voluntary work rather than formal employment.

Salary, Benefits and Terms and Conditions

- Starting salary from £22,000 according to experience plus staff benefits
- Hours: 09:00-18:00 Monday-Friday with time off in lieu available for additional evening and early morning hours. Holidays: 25 days per annum pro rata (excluding bank holidays but including three days between Christmas and New Year)
- Free in-house weekly yoga classes
- Interest-free loan for travel card (after probation)
- Pension, including a 5% employer's contribution after six months, and income-protection schemes

- The successful applicant will be required to sign an undertaking of confidentiality

To apply, please send a cover letter, CV and completed Equal Opportunities Monitoring Form – along with any questions you might have – to carolinesykes@gclaw.co.uk by Friday 24 February.