

Application Form: Marketing Manager

Closing Date for receipt of completed applications: Tuesday 29 August 2017

It is important for us to know as much as possible about you, the applicant. Please complete this form accurately and in full as the decision to shortlist you will be based solely on the information you provide on this form.

The method of application is strictly by application form.

Additional CVs will not be considered.

By post: Your application form should be sent to

Nicholas Luckman
Wilberforce Chambers,
8 New Square,
Lincoln's Inn,
London, WC2A 3QP
(DX 34 Chancery Lane)

By e-mail: To nluckman@wilberforce.co.uk

An acknowledgement will be sent on receipt.

Telephone

Should you have any questions about this position or require further information please telephone 020 7306 0102

Completing the Form

1. You must complete all sections of the Application Form.
2. Please complete the form clearly and legibly, preferably in typescript (minimum size 11pt).
If we cannot read the form, we may be unable to determine whether or not you meet the requirements for this position.
3. Add any pages as required

Post of: Marketing Manager

Personal Details

Surname Forename(s) Title

Home address

Post Code

Email Address

Mobile/Home Telephone No

Your current or most recent salary:

Current Notice Period (if any):

Declaration

DECLARATION:

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed _____ Date _____

Second level Education

Name and Address of School / College	Dates Attended	Qualifications Gained

High Education including any Post Graduate Qualification. Please state class or level.

Name and Address of University/College or Awarding Body	Dates Attended	Qualification Gained

Non-Academic Qualifications or Memberships

(E.g. awards, scholarships, non-academic training qualifications etc.)

Name	Date	Status

Employment History

From/To	Employer's Name and Address	Job Title and Main Duties

Please state the primary reasons behind your application for the role being applied for

The **Essential** and **Desirable** requirements for this position are listed in the **Job Specification**. This covers the specific skills and knowledge the person is required to bring to this role.

In the form below, you should demonstrate your suitability for this role by giving brief examples of your skills and past experience in relation to the bullet points listed.

1. Essential

- Strong knowledge of the legal industry and/or ability to understand the unique structure of a barristers' chambers and the way it operates.
- Management experience – mentoring, training and development
- Strategic thinker and ability to lead strategic implementation.
- Ability to generate ideas and implement change
- Experience in Event/Project Management

2. Essential

- Strong administrative and organisational skills.
- Excellent communication skills both verbal and written.
- Excellent attention to detail
- Strong proof-reading skills (written communication and grammar)

3. Essential

- Excellent knowledge of MS Office (Advanced Word, PowerPoint, Excel)
- Intermediate use of Adobe InDesign (ability to edit documents, brochures, invitations)
- Knowledge/Experience of Content Management Systems

4. Desirable – one of more of the following:

- Experience in a similar role, gained within professional services/Law firm /Chambers
- Advanced writing skills/producing copy for website and print
- Advanced Creative skills/web design/advanced Adobe InDesign
- Experience in managing large-scale conferences and seminars in the UK and abroad.
- Experience managing project from inception through to conclusion.
- Creative input in business development.

Personal interests and achievements

Any other details relevant to application (please include details of any assistance or reasonable adjustments you may require to be made for the application process, or for the interview process)

