

Wilberforce Chambers: Marketing Executive

Wilberforce Chambers is looking to recruit an experienced Marketing Executive to assist the Marketing & Business Development Manager and the clerking/support teams in all marketing activities including the organisation of its busy programme of events in the UK and internationally.

Supporting the Marketing & Business Development Manager you will be involved in all areas of marketing working on multiple projects affecting all our areas of practice. This is an exciting opportunity to build on and gain experience in a leading barristers' chambers in London. This role will involve a lot of organisation and creative skills, it is therefore essential that you have first class communication and possess a positive and enthusiastic approach at all times.

To be considered for this opportunity you will possess a degree, ideally in either Marketing, Communications, Business or Events Management, (or similar) and have minimum of 1-3 years' experience within a busy BD/marketing role within professional services.

The salary band for the position is **£25,000 – 35,000k**, plus a non-refundable travel ticket advance. A performance related bonus and other benefits will be available on satisfactory completion of the initial probationary period. The starting salary will be dependent on the strength of the successful application.

The closing date for applications is **Friday 28 September 2018**.

Completed applications should be clearly marked "*Marketing Executive application*" and submitted in writing or by email to:

Hayley Eustace – Marketing & Business Development Manager
Wilberforce Chambers, 8 New Square, Lincoln's Inn, London WC2A 3QP (DX 34 Chancery Lane)
Email: heustace@wilberforce.co.uk
(T) 0207 306 0102

Job Specification:

Essential Skills

- Demonstrable interest in pursuing a career in marketing
- Confidence in learning new software skills with existing knowledge of social media in particular Twitter and LinkedIn.
- Excellent knowledge of MS Office (Advanced Word, PowerPoint, Excel)
- Intermediate use of Adobe InDesign (ability to edit documents, images)
- Knowledge/experience of Content Management Systems
- Strong administrative and organisational skills (including diary management, data entry/cleaning, travel itinerary updates, and minute-taking)
- Strong oral communication skills and ability to work as part of a team
- Excellent attention to detail and accurate typing skills

- Strong proof-reading skills (written communication and grammar)
- Ability to work unsupervised (when required), and to prioritise workload across a number of different projects and demands, in a busy environment
- Prepared to work evenings occasionally when events are taking place or when deadlines are to be met.
- Basic knowledge of the legal industry and/or ability to understand the unique structure of a barristers' chambers and the way it operates.

Desirable – one of more of the following:

- Has experience in a similar role, ideally gained within professional services
- Advanced knowledge of WordPress
- Advanced writing skills/producing copy for website and print
- Experience in organising events in particular large-scale conferences and seminars.
- Experience in the process of legal directory submissions and collating the relevant information