

Marketing and Office Assistant – Job Description

Selborne Chambers is a leading chancery set of barristers specialising in a wide variety of Commercial and Chancery Commercial work with particular emphasis on:

- Civil fraud and asset recovery
- Corporate and commercial matters
- Financial services
- Insolvency
- Professional Negligence
- Real Property
- Residential and commercial landlord and tenant
- Trusts, Probate and Estates

Barrister members provide advocacy and advice both nationally and in other jurisdictions (including USA, the British Virgin Islands, the Cayman Islands, the Channel Islands, Singapore, Hong Kong, Bangladesh and Israel).

We are currently seeking a Marketing and Office Assistant who will (reporting variously to the Marketing Manager, Chambers Administrator and the Senior Clerks) assist with the provision of the following: -

Marketing Duties

- Assisting with the preparation of marketing communications such as E-mail shots, seminar and event invitations using the Lex Marketing module;
- Assisting and supporting in the organisation of Chambers' events such as seminars, conferences and social events including invitation lists, invoicing, delegate packs and presentations, pre and post-event organisation, liaison with venues and caterers, and event set-up;
- Co-ordinating seminars and presentations both internally and externally;
- Preparation, updating, ordering and dispatch of promotional material and marketing collateral;
- Assisting with regular updating and maintenance of Chambers' website with news items, announcements, changes to barristers' profiles and CVs, publication of articles, etc.
- Working with the Marketing Manager on website development and content creation
- Other administrative tasks as required (e.g. booking flights, trains, accommodation, venues, sourcing quotes etc) in support of marketing activities
- Assisting with the maintenance of Chambers' Twitter and LinkedIn accounts, contributing posts and co-ordinating posts from the website newsfeed
- Assisting with the submissions process for legal directories, compiling all submissions, liaising with directories and managing the process to ensure a continued increase in profile year-on-year
- Assist the management of client seminars, parties, client lunches, dinners and other events as required

selborne

CHAMBERS

- Assisting with the organisation of industry and award dinners; inviting of guests, diarising of events, confirming dietary requirements and liaising with event organisers
- Maintain an understanding of Chambers' markets and work channels
- Assisting in undertaking marketing analysis
- Devising and making recommendations and strategy to the Marketing Manager in relation to the promotion of Chambers' business
- Working with the Senior Clerks and Marketing Manager in implementing marketing opportunities for Barristers
- Ensuring changes in client data and information are executed by marketing and clerking staff
- Diary management for marketing related events and meetings
- Maintaining conference rooms; ensuring they are fully stocked at all times; monitoring the diary to ensure all conferences are set up in a timely manner
- Monitoring and ordering of conference rooms supplies

Administrative Duties

- Providing support and assistance when required for the Chambers' Administration
- Assisting with ICO Renewals
- Assisting with Pupillage recruitment administration
- Ad hoc project management for administration tasks
- Front of house cover

Desirable but not Essential

- Professional marketing/business qualification (e.g. CIM Qualification)
- Relevant marketing experience with professional services
- Experience of WordPress and Google Analytics
- Knowledge of LEX case management system
- Knowledge of InDesign and Photoshop

Skills and Competencies

- A pro-active and self-motivated individual with strong problem-solving skills, able to work without supervision and with a readiness to acquire new skills
- Ability to work effectively with other staff members, members of Chambers and external stakeholders
- Enthusiasm to develop an in-depth understanding of marketing at the bar
- Calm and flexible approach to working in a busy environment with the ability to prioritise tasks, working to tight deadlines and managing multiple projects
- Ability to motivate, develop and inspire both staff and barrister to achieve business goals
- Excellent communication and interpersonal skills both oral and written
- Excellent attention to detail and strong client focus