



Marketing Assistant

Reporting to: Senior Clerk

Hours: 09:00 – 17:30 – Full-time position

£24,000-£26,000 per annum (dependent on experience)

Job Description

Working closely with the Senior Management team and Chambers Administrator, you'll be assisting with all aspects of Chambers' marketing. In particular, the Marketing Assistant will be required to assist with client service initiatives in addition to a range of marketing activities.

The Role

- To support Chambers' members in market their practices effectively
- organisation of Chambers' promotional and knowledge sharing events, webinars, seminars, conferences, and social events
- co-ordination, collation, and submission of annual legal directories
- preparation of articles, press releases, advertisements
- preparation of promotional material and marketing collateral
- regular updating and maintenance of Chambers' website, vlogs, and social media output, including analytics
- regular review and maintenance of Chambers' client database, CRM packages and intranet
- Preparation of marketing reports for the Senior Clerk and management committee
- ad hoc project work.

The person specification

A successful candidate is likely to have strong communication and organisational skills and:

- creativity and an eye for design
- a willingness to learn and an excellent manner with colleagues, external contractors, and clients alike
- a calm and cheerful approach, even under pressure and an ability to adapt and prioritise competing demands in a busy work environment
- the ability to process data accurately and follow direction
- integrity, with an absolute commitment to confidentiality
- a good understanding of equality and diversity principles
- the ability to work with people of all ages and from different backgrounds
- experience of LinkedIn, Twitter, Instagram and YouTube desirable but not essential”
- experience of Microsoft Office, Teams, Zoom, LEX diary software and Adobe Creative Cloud desirable but not essential (training can be provided)”