



## BD Executive

### *Business Development*

#### **The Firm:**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester we provide legal services throughout England and Wales. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years, we have grown significantly and now have approximately 260 employees and a growing international reach.

#### **The Department:**

The Business Development Department consists of seven staff, headed by the Head of Business Development. They are a hardworking team that deals with a full spectrum of tasks including tenders, bids & proposals, seminars & events, digital marketing, press & PR, and various marketing initiatives.

#### **The Role:**

This role will suit someone with strong analytical skills, excellent attention to detail and who is able to manage their own workload with accuracy and a highly efficient level of time management. The role will oversee all firm-wide internal and external marketing activity through a variety of channels. The successful candidate will need to be an energetic, driven, and focused individual with the ability to quickly establish rapport with internal clients and stakeholders and manage internal and external relationships. The successful candidate will take pride in their work, enjoy working as part of a team, and be proud of Devonshires.

#### **Main duties and responsibilities**

*This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.*

- Manage training programmes from initial inception through to delivery;
- Be the main point of contact for client training queries or enquires;
- Maintain content on event and other related website pages;
- Promote externally and communicate internally on all upcoming seminars/webinars, events and online content;

- Responsible for internal communications and overseeing BD intranet pages;
- Monitor, maintain and develop external messaging across all social media platforms;
- Manage the production of videos for online use purposes;
- Manage client feedback review and internal follow-up processes;
- Assist with external conference/exhibition preparation;
- Research venues for external seminars/events;
- Maintain client database and collate targeted mailing lists as required;
- Carry out client, competitor, and market research and maintain awareness of the markets we operate in;
- Monitor, analyse and report to the firm on social media, website and events statistics;
- Manage Added Value recording and reporting processes;
- Oversee branded merchandise;
- Take an active role in exploring new initiatives, overseeing logistics and building relationships with our partner charities as part of our CSR programme; and
- Assist the wider BD team with Events, Tenders and other ad-hoc projects as and when necessary.

### **Skills and Experience Required**

- At least 2 years' experience achieved within a Marketing/BD working environment;
- Attention to detail to produce work/documentation, which is consistently of a high standard;
- Good IT skills (competent in Word, Excel and PowerPoint);
- Knowledge of desktop publishing software, CRM databases and Email Marketing platforms;
- Good time management skills with the ability to prioritise workload;
- Has a flexible approach to ensure all deadlines are met;
- Must be able to work as part of a team and possess excellent communication skills both written and verbal; and
- Willingness to excel within a professional services environment and keen to learn.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [click here](#).

*Devonshires is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com)*