



## BD Manager (Communications) *Business Development*

### **The Firm:**

Devonshires is a national law firm with offices in London, Leeds and Colchester. We provide high quality legal services to our UK and international clients. We are recognised as a medium-sized niche firm, specialising in commercial / corporate, civil litigation, community housing, employment, projects and property especially in the area of social housing. Over the past few years we have grown significantly and now have approximately 240 employees.

### **The Department:**

The Business Development Department consists of 6 staff, headed by the Head of Business Development. They are a hardworking and robust team who deal with a full spectrum of tasks including, publications, press & PR, seminars, events, tenders and various marketing initiatives.

### **The Role:**

We are seeking to recruit a Business Development Manager to work within our Business Development Team to oversee all internal and external messaging. The successful candidate will need to be an energetic, driven and focussed 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:**

- Source content for internal and external publication;
- Draft and finalise press releases and news articles for publication;
- Monitor and maintain the firm's social media platforms (e.g. Twitter & LinkedIn);
- Develop and maintain the firm's website;
- Oversee and develop department specific microsites;
- Champion the firm's Corporate Social Responsibility (CSR) programme, liaising with charities and exploring initiatives for the firm to take part in;
- Lead the firm's CSR communications and attend internal CSR meetings;
- Create a full range of internal/external marketing collateral such as briefs, flyers, internal newsletters and brochures;
- Maintain a calendar of legal and industry awards;
- Draft and finalise award submissions and legal directories;
- Format departmental briefings, blogs and bulletins and distribute to clients;
- Monitor and replenish stock of marketing collateral and promotional items;
- Oversee the firm's client database (Salesforce);
- Create targeted departmental/sector mailing lists;

- Monitor, analyse and report to the firm on readership statistics;
- Liaise with videographer to capture videos for online use and training purposes;
- Assist the wider BD team with Events, Tenders and other ad hoc projects as and when necessary.

#### **Skills and Experience Required:**

- Strong written and verbal communication skills and the ability to influence and educate stakeholders;
- Previous experience of working in a similar role ideally within a legal or professional services firm;
- Sound commercial acumen ;
- Confident with excellent interpersonal and networking skills to build trust amongst internal and external clients;
- Strong understanding of core business development and marketing programmes;
- Demonstrated project management skills; i.e. ability to work to tight timeframes, managing multiple tasks and stakeholder management;
- Track record of developing business development and managing programmes and processes;
- Experience using InDesign, E-Shot (or other email marketing platform) and a client management database (preferably Salesforce) preferred;
- Sound working knowledge of Word, PowerPoint and Excel.

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 [clicking here](#).

*Devonshires Solicitors LLP 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 re-assignment, 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).*