



Senior Business Development 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. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators but in particular, we act for a significant number of charities and housing associations. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects and Property. Over the past few years, we have grown significantly and now have approximately 240 employees.

The Team:

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

Job Purpose:

We are looking for 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 messaging 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:

- Take the lead role on tender responses, credentials, and presentations, including writing responses and development of precedents library;
- Carry out client, competitor, and market research;
- Support partners with drafting and submitting directory submissions for Chambers UK and Legal 500;
- Monitor, maintain and develop external messaging including firm website, microsites, and social media presence;
- Lead on internal communications for the firm and maintain BD intranet pages;
- Produce and maintain the full range of internal/external marketing collateral such as briefs, flyers, internal newsletters, and brochures;
- Report on article readership, website traffic, and social media analytics;

- Research legal and industry awards for the firm and provide support to partners/teams for drafting and submitting;
- Lead the firm's CSR communications, attend CSR meetings and liaise with firm charities to explore initiatives for the firm to take part in.

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.

Person Specification:

Essential

- At least 3 years' experience gained within a legal environment;
- Previous experience of supervision/mentoring;
- Must have experience of the tender process within a law firm, including previous experience in an editorial role in the tender process;
- Previous experience of dealing with difficult and demanding internal clientele;
- Microsoft Word, PowerPoint, Excel & Outlook;
- Highly organised;
- Proactive & results orientated – must be able to demonstrate that this is their focus;
- Excellent written and oral communication skills – able to work with people at all levels within the business and deal with difficult internal clients in an appropriate and professional manner;
- Strong attention to detail;
- Motivated and confident;
- Must be able to operate on his/her own initiative as well as under supervision and interface well as part of a team.

Desirable

- Knowledge of InDesign or similar design packages;
- Knowledge of a CRM database (e.g. Salesforce or similar system);
- Knowledge of email marketing platforms.

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 and 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 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