



# Business Development Manager

## Fixed term contract – 6 months

### The Firm

Devonshires is a leading City law firm. We provide high quality legal services to our UK and international clients from our offices in London, Colchester and Leeds. 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 250 employees.

### The Department

The Business Development Department consists of five people, 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.

### The Role

With the events industry due to re-open mid to late 2021, this role will suit 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 oversee delivery of all client events (training, networking and sponsorship / speaking opportunities). They will project manage all aspects of the events whilst working closely with partners and the wider business development team. They will also have line management of a Business Development Executive and Business Development Assistant.

Corporate Social Responsibility is embedded within the firm and the BD team, supported by the CSR Partner, is responsible for engaging the firm in various CSR activity. All members of the BD team are required to take an active role in exploring new initiatives, overseeing logistics and building relationships with our partner charities.

### 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.*

- Responsible for all events (in-person and virtual) from initial proposal through to delivery, including:
  - Communicating and maintaining timelines and priorities;
  - Responsible for individual event budgets from start to finish;
  - Manage BD Executive and BD Assistant to ensure training programmes are delivered efficiently.

- Develop departmental marketing plans with Partners, generating ideas to raise profile through:
  - Development of annual event programmes/initiatives;
  - Seeking appropriate conference opportunities such as sponsorship/speaking slots/networking;
  - Corporate hospitality/strategic networking events.
- Manage relationships with external suppliers and negotiate costs where possible;
- Produce strategic feedback post event to implement improvements/lessons learned;
- Create and contribute innovative content to effectively market events to the firm's clients;
- Work with Head of BD on developing and delivering new initiatives across the firm including project management of appropriate projects and/or implementation of new tools;
- 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.

### **Person Specification**

#### **Essential skills**

- At least 5 years' experience achieved within a Marketing/BD working environment;
- A proven track record of event delivery;
- Good time management skills with the ability to prioritise workload;
- Has a flexible approach to ensure all deadlines are met;
- Good financial management experience;
- Good IT skills (competent in Word, Excel and PowerPoint);
- Knowledge of desktop publishing software, CRM databases and Email Marketing platforms; and
- Must be able to work as part of a team and possess excellent communication skills both written and verbal.

#### **Desirable skills**

- Knowledge of webinar platforms (i.e. Zoom);
- Line Management experience;
- Good venue knowledge;
- Experience in managing relationships with external suppliers.

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 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).*