



Client 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. 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 280 employees and a growing international reach/

The Department:

The Business Development Department consists of six staff, headed by the Head of Business Development. They are a hardworking and robust team that deals with a full spectrum of tasks which includes developing initiatives to win new clients, ensuring delivery of a full service for existing clients and various marketing initiatives.

The Role:

This is a new role focussed on a group of key clients and frameworks, offering the chance to help shape our approach to client experience. Working closely with client relationship managers this individual will develop plans to strengthen our client relationships and ensure that our clients are offered introductions to other parts of our business.

This role will help us maximise our relationships with our clients by ensuring we are on track and delivering what has been expected, and more. It will suit a driven, detail orientated and proactive individual who has the ability to quickly establish rapport and manage relationships.

This is hybrid role offering a mix of office-based and remote working.

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.

- Be the primary point of contact for post-award framework activity, including finalising agreements, exchanging key contacts, and organising introductory meetings with client teams;
- Overseeing framework activities from beginning to end, ensuring all relevant parties are aware of key dates, deadlines and relevant rates;
- Working as part of a team to identify and communicate client requirements as well as ensuring that these are adhered to, including maintaining clear and up-to-date records in relation to added value and social value;
- Working with client relationship managers and cross-service teams to develop individual client plans to deliver a service which meets all of their needs, and identify areas of opportunity within each client account;
- Support the conducting of regular client research to understand changes in their business and how we should adapt our service accordingly to meet their needs;
- In collaboration with the wider BD team, develop marketing materials and activities to fulfil client requirements;
- Diarise key dates for contract review meetings and collate internal and external reports;
- Support the development of effective working relationships between our clients and internal teams to drive growth and increase the lifetime value of frameworks we are appointed to;
- Contribute to the re-tender/renewal process by sharing knowledge and insight gained.

Key Skills and Experience Required

- Experience working in a Client or Business Development position, ideally within professional services;
- Confidence and experience in liaising with clients;
- Excellent interpersonal, written and verbal communication skills;
- Good time management, planning and organisational skills with the ability to manage multiple priorities;
- Commercial awareness and the ability to use initiative, be proactive and be self-sufficient.

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 also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

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