

## Job Description

**Job Title:** Events Manager (2 month fixed-term contract)

**Based at:** Doughty Street Chambers, London

**Position reports to:** Business Development Director

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### Job Purpose:

To manage effectively the events hosted by Chambers.

### About us

Doughty Street Chambers is a multi-disciplinary set of barristers with a truly national and international reputation for excellence, particularly for work involving issues of human rights and civil liberties. Our team comprises over 150 barristers, many of whom are recognised by the industry directories as leaders in their fields, supported by around 40 staff. We have offices in London, Manchester, Bristol and The Hague, but our barristers work internationally, undertaking cases on behalf of individuals and companies in proceedings before the UK Courts, the European Court of Human Rights, almost all the international tribunals, overseas courts, and arbitration tribunals. As well as litigation work our members train judges, prosecutors and security forces around the world, as well as advising on policy work.

To promote the interesting and varied work our members undertake, we have re-shaped our Business Development and Marketing functions. The team now comprises a Business Development Director and a Senior BD Executive (currently vacant) based in London, and a Regional Business Development Manager and Marketing Assistant based in our Manchester office. We have recently launched a new website and brand, with new marketing collateral also in production, and we have newly refurbished public & events spaces in our historic premises in the heart of Bloomsbury. We now seek an Events Manager to join our team, working from the London office, to help us develop strong relationships with new and existing clients, through the delivery of a programme of innovative and professionally presented events.

You will be an organised and creative events professional, with a genuine interest in hosting people, and with exceptional attention to detail. You will be able to achieve quick buy-in from barristers and other senior stakeholders using your honed communication skills, and you will be happy working under pressure and tight deadlines.

### Summary of Role:

Reporting to the Business Development Director, the **Events Manager** is a new role created to help our barristers showcase their expertise both at events onsite, at industry conferences at which they may be speaking, and at events and training delivered at the offices of our clients. With the Business Development Director and Practice Management team you will assist in translating the ideas of our practice teams into innovative events, and you will have primary responsibility for ensuring an events plan is completed and executed, including delivery of the event on the day. Although the role has no direct reports, you will work with the Manchester-based Marketing Assistant on guest lists, managing RSVPs, and so on.

## Key Responsibilities:

### Events

- Liaising with barristers, the Business Development Director, Practice Managers, and other staff on planning and executing all major Chambers events, whether in our seminar spaces or at external venues, and ensuring adherence to agreed budgets.
- Sourcing content from speakers (titles, presentations, supporting material, biographies etc) and the production of professional quality marketing collateral for events (e.g. invitations, handouts, team brochures, etc).
- Supervising the management of RSVPs, and fielding guest and press queries pre-event, as well as provision of reporting information after events to assist with appropriate follow-up.
- Ensuring smooth delivery of events by acting as client host, and briefing staff as necessary in advance.
- Other duties as may reasonably be expected.

## Person Specification:

<b>Qualifications</b>	Educated to Degree Level desirable but not essential; CIM qualification advantageous.
<b>Experience</b>	Experience of designing and delivering an events programme to a professional audience is essential; experience of doing so for a professional services audience would be particularly desirable.
<b>Skills and Competencies</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with a range of stakeholders at a senior level.</li><li>• Ability to multi-task under pressure and meet tight deadlines.</li><li>• Excellent organisational skills including the ability to manage and prioritise workloads.</li><li>• Awareness of and commitment to principles of Equality and Diversity.</li></ul>

**Remuneration:** £30,000 (pro rata)

**Working hours:** 9:00am – 6:00pm, Monday – Friday (40 hours). These are standard working hours, although some flexibility will be required to manage evening events, with time credited accordingly. We are also happy to consider applicants who may be interested in working on a part-time or flexible-hours basis.

**Application:** To apply, please send your CV along with a covering letter highlighting where your skills and experience match our requirements to Olivia Scott at [o.scott@doughtystreet.co.uk](mailto:o.scott@doughtystreet.co.uk), by 12 noon on **Friday 8<sup>th</sup> February 2019**. Applications submitted after this date will not be considered. Should you have any queries regarding the role, please contact Olivia on 020 7404 1313.