

Job Description

Job Title:	Business Development Executive
Based at:	Doughty Street Chambers, London
Position reports to:	Business Development Director

Job Purpose:

To provide BD, marketing and events staff, as well as clerks and barristers, with research and other assistance to help us:

- Raise the profile of Doughty Street and its members nationally and internationally;
- Acquire new clients, and;
- Expand our existing client relationships.

Reporting to the Business Development Director, the **Business Development Executive** is a new role created to provide senior staff and members with the data and tools that allows for the effective selling of 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 expanded our Business Development, Marketing, and Events functions. The team comprises a Business Development Director and an Events Manager, based in London. The team is partially based in our Manchester office which houses a Regional Business Development Manager and Marketing Assistant. We are also recruiting a Senior Marketing Executive (to be based in either London or Manchester), and to complete the team we now seek a **Business Development Executive**, to be based in our London office, to help us develop strong relationships with new and existing clients, through assisting with our key client programme, and to help our practice teams achieve their strategic objectives.

You will be a degree-educated BD professional with some experience gained from the professional services sector (ideally, but not necessarily, in law). You will be able to achieve quick buy-in from barristers and other senior stakeholders using your exceptional communication skills, and you will be happy working under pressure and tight deadlines.

Key Responsibilities:

Client Development, Analysis & Research, & Strategic Planning

- Supporting our key client and sales programmes by engaging with clients to set up meetings for the CEO and BDD, undertaking related analysis and research, and preparing briefing notes.
- Co-ordinating client feedback exercises and disseminating results to improve client service.
- Develop and maintain an understanding of the market's threats and opportunities in each of our practice areas through internal and external research.
- Analysis of client and barrister activity in support of our high potential practitioners' programme.
- Co-ordinating with barrister team leaders, the CEO, and the BDD to help deliver annual business plans and recruitment plans for each practice team.
- Co-ordinating practice team meetings.

Profile Raising & Communications

- Engaging with barristers to identify core themes and topics for seminars, white papers, video content, and other thought leadership initiatives, liaising with our Senior Marketing Executive to ensure those are delivered through our events, e-newsletter and other digital outlets.
- Liaising with barristers, clerks, and marketing team to design and deliver targeted campaigns on key cases/legislation.
- Development and maintenance of content for client pitch documents, team brochures, and other marketing collateral, as well as regular subsequent review for potential improvements and updates.

Client Data

- Ensuring changes in client data and information are executed by marketing and clerking staff.

Person Specification:

Qualifications	Educated to Degree Level; CIM qualification advantageous.
Experience	Over four years' BD or marketing experience in a professional services environment is essential. Previous experience of working in a barristers' chambers or other legal environment is not a requirement, but may be advantageous.
Skills and Competencies	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to write fluently and clearly on technical topics. • A sound understanding of strategic marketing. • Self-motivated with an ability to work with minimal supervision. • Excellent attention to detail. • Excellent organisational skills, with an ability to manage and prioritise workloads, and multi-task under pressure to meet tight deadlines. • Strong interpersonal skills, with an ability to influence and communicate effectively with a range of stakeholders at a senior level. • Awareness of and commitment to principles of Equality and Diversity.

Remuneration: c.£40,000

Working hours: 9:00am – 6:00pm, Monday – Friday (40 hours). These are Doughty Street's standard working hours, but 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 how your skills and experience match our requirements to Maurice MacSweeney at m.macsweeney@doughtystreet.co.uk, by **9am on Tuesday 7th May 2019**. Applications submitted after this time will not be considered. Should you have any queries regarding the role, please contact Olivia on 020 7404 1313.