

Senior BD & Marketing Executive (Maternity Cover)

About the firm	Established in 1983, Lee & Thompson is one of the UK's leading law firms for the media and creative industries. We provide our diverse client base with the legal services they need to succeed in their commercial and creative objectives. Our unique culture is a defining feature. We work hard to ensure that our teams feel engaged, valued and able to bring their whole selves to work.
Purpose of the role	Reporting to the Head of BD & Marketing, the Senior BD & Marketing Executive (maternity cover) works as part of the BD & Marketing team (team of 3) responsible for the delivery of a responsive, proactive and professional Marketing & BD service to the business that supports our growth plans.
Main Responsibilities (The main responsibilities listed are not intended to be an exhaustive list)	Business Development Support • Support partners and lawyers with day-to-day business development activity. • Assist with pitches and credentials documents. • Maintain firm spreadsheet (CRM) records Events Management • Plan and deliver client events and seminars. • Manage suppliers and event logistics jointly with the Marketing Exec. • Coordinate invitations, registrations and attendee communications. • Deliver post-event reporting and follow-up activity. Marketing Support • Support content promotion across digital channels. • Update website and social media content. • Help produce marketing collateral and presentations.
Qualifications /Experience	• GCSE's (at least 5 grade C/4 or above and grade B/5 or above in Maths and English) and ideally at least A Level's or equivalent and/or relevant equivalent work experience.
Technical and Business Skills	• Microsoft Office 365 skills – Word, Powerpoint, Excel, e-marketing automation experience (Vuture), Canva, InDesign, WordPress (Elementor) • Strong event management experience • Experience of using document management systems and databases (desirable) • Strong written and verbal communication skills • Experience supporting senior stakeholders • The ability to organise own workload and prioritise multiple demands on time, coupled with the ability maintain high levels of accuracy and attention to detail (essential) • Able to work independently, but also works effectively in a team
Values/Personal Attributes	The following describes the personal attributes essential for this role that link to the firms' values: • Proactive, enthusiastic and always uses initiative • Demonstrates a can-do attitude • Demonstrates a flexible and helpful approach to work • Builds professional relationships across the firm • The ability to be professional and calm under pressure and in communicating by email or verbally with all levels of staff and external contacts • Demonstrates drive and commitment in contributing to the wider inclusion/belonging activities within the firm