



Senior Business Development Executive

6 month FTC

Business Development

The Firm

Devonshires has been based in the City of London for more than 150 years. We are a full-service law firm acting for a wide range of clients including some of the world's largest multi-national corporations. From our offices in London, Leeds, Birmingham and Colchester our teams are filled with specialists in commercial, corporate, litigation, housing, employment, real estate, projects and property development.

Over the past few years, we have grown significantly and now have over 300 colleagues and a growing international reach.

The Department:

This role sits within the Marketing and Business Development Department led by the Head of Business Development. The team are a closely knit, hardworking team dealing with a full spectrum of tasks including tenders, bids, proposals, seminars, events, digital marketing, PR, responsible business and marketing.

The Role:

This role will suit someone with strong analytical skills, excellent attention to detail and who has experience in managing their own workload with accuracy and a highly efficient level of time management. You will be a senior key point of contact for one or more of our focussed sectors and this role will give you the opportunity to get involved with the full marketing and BD mix role with lots of autonomy and responsibility as well as support. The postholder will also provide coaching and guidance to junior team members.

The successful candidate will need to be an energetic, driven, and focused individual with the ability to quickly establish rapport with stakeholders and manage internal and external relationships. The successful candidate will take pride in their work, enjoy working as part of a team, and be proud of Devonshires.

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

You will have responsibility for all marketing and business development initiatives relating to your departments. You will work closely with the wider Marketing and BD teams to deliver the support that is needed. This role is holistic and as such you'll need to be happy leading market planning but

will also relish rolling your sleeves up to get on brand marketing assets, events, campaigns and pitches delivered for your teams at times.

- Leading on the development and implementation of the marketing and BD plans and budgets for a group of departments in the firm
- Leading regular business development meetings with the departments updating them against the plan, seeking their input and ideas for the future
- Work with the marketing team, knowledge development lawyers and departments to identify opportunities and hot topics, build overall brand and reputation in the external marketplace
- Being creative and continually thinking of new approaches and opportunities to support growth
- Managing involvement at a range of department specific events and conferences
- Identifying and running thought leadership campaigns in conjunction with marketing
- Support with developing department specific bids and pitches, directory submissions, award submissions, credentials and collateral
- Tracking and reporting on new business opportunities and targets generated through marketing and business development activities
- Conduct client, competitor, and market research
- In conjunction with client development colleagues supporting client development initiatives
- Identify and facilitate cross-selling or client sharing opportunities across the group
- Maintain an interest in and awareness of the sectors we operate in
- Provide coaching and guidance to more junior team members
- Consistently keeping an eye on groupwide opportunities and how they could be leveraged
- Assist the wider marketing and BD team as and when necessary.

Person Specification

- Experience within a Marketing and BD environment at Executive level, ideally within professional services;
- Attention to detail to produce work which is consistently of a high standard;
- Good time management skills with the ability to prioritise workload;
- Established stakeholder management experience;
- Has a flexible can-do approach;
- Must enjoy working as part of a team and possess excellent communication skills both written and verbal; and
- Willingness to excel within a professional services environment and keen to learn.

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 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 Solicitors LLP 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.