



Events Executive *Marketing*

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 team, led by the Marketing Manager, who are responsible for delivering consistent, timely and pro-active messaging in line with the firm's strategic goals. The Marketing team work closely with the Business Development team who are responsible for unlocking client potential and supporting the firm in developing and implementing their business development initiatives.

Together the Marketing and BD team are close knit and deal with a full spectrum of tasks including tenders, bids, proposals, seminars, events, digital marketing, PR, marketing and CSR.

The Role:

This role will suit someone with strong analytical skills, excellent attention to detail and who is able to manage their own workload with accuracy and a highly efficient level of time management. The role supports the firm in meeting the increasing events demand, managing client events, roundtables, conferences, sponsorships, receptions, and networking events, virtual, and hybrid events. The successful candidate will need to be an energetic, driven, and focused individual with the ability to quickly establish rapport with internal clients and 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.

- Managing the firmwide events calendar
- All event project management

- Working closely with Business Development Executives on event organisation
- Delivering professional and seamless in-person, virtual and hybrid events on time and within budget
- Lead on the delivery of the annual firmwide client networking event and conference
- Managing timelines and communicating to the wider team the priorities for every event
- Design of, co-ordinating and issuing invitations
- Managing client responses and sending regular RSVP reports to internal stakeholders
- Feed into pre and post-event evaluation for the Business Development team to take on new opportunities
- Maintain content on event and other related website pages and on the internal MBD Hub
- Work with Marketing Executive to promote externally and communicate internally on all upcoming events
- Assist with external conference/exhibition preparation
- Research venues for external seminars/events
- Maintain client database and collate targeted mailing lists as required, ensuring we are GDPR compliant
- Carry out client, competitor, and market research and maintain awareness of the markets we operate in
- Monitor, analyse and report to firm on events statistics via the reporting Hub
- Oversee branded merchandise orders for events with Marketing Executive and Marketing Assistant
- Communicating internal event requirements for in person events to other support teams and managing alcohol stock levels and catering orders.
- Delegate and oversee event admin tasks to Marketing assistant such as name badge production, monitoring events inbox
- Take an active role in exploring new initiatives, overseeing logistics and building relationships with our partner charities as part of our CSR programme; and
- Assist the wider BD team with Events, Tenders and other ad-hoc projects as and when necessary.

Skills and Experience Required

- At least 2 years' experience achieved within a Marketing/BD working environment, preferably with events experience;
- Attention to detail to produce work/documentation, which is consistently of a high standard;
- Good IT skills (competent in Word, Excel and PowerPoint);
- Knowledge of desktop publishing software, CRM databases and Email Marketing platforms;
- Good time management skills with the ability to prioritise workload;
- Has a flexible approach to ensure all deadlines are met;
- Must be able to work 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 also complete the diversity monitoring questionnaire which can be accessed by [click here](#).

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