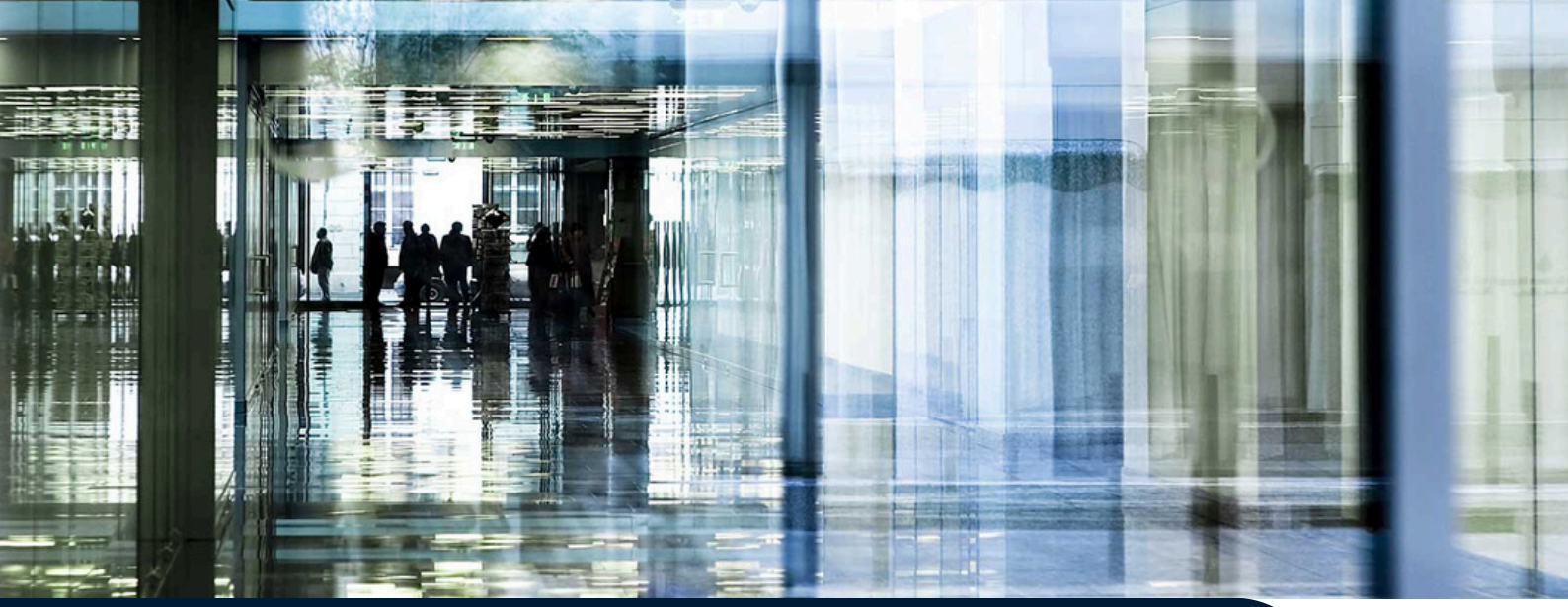


EXCHANGE CHAMBERS
JOB VACANCY - SEMINARS AND TRAINING ASSISTANT

At Exchange Chambers we value and celebrate diversity. We encourage applications from all minority groups and backgrounds.

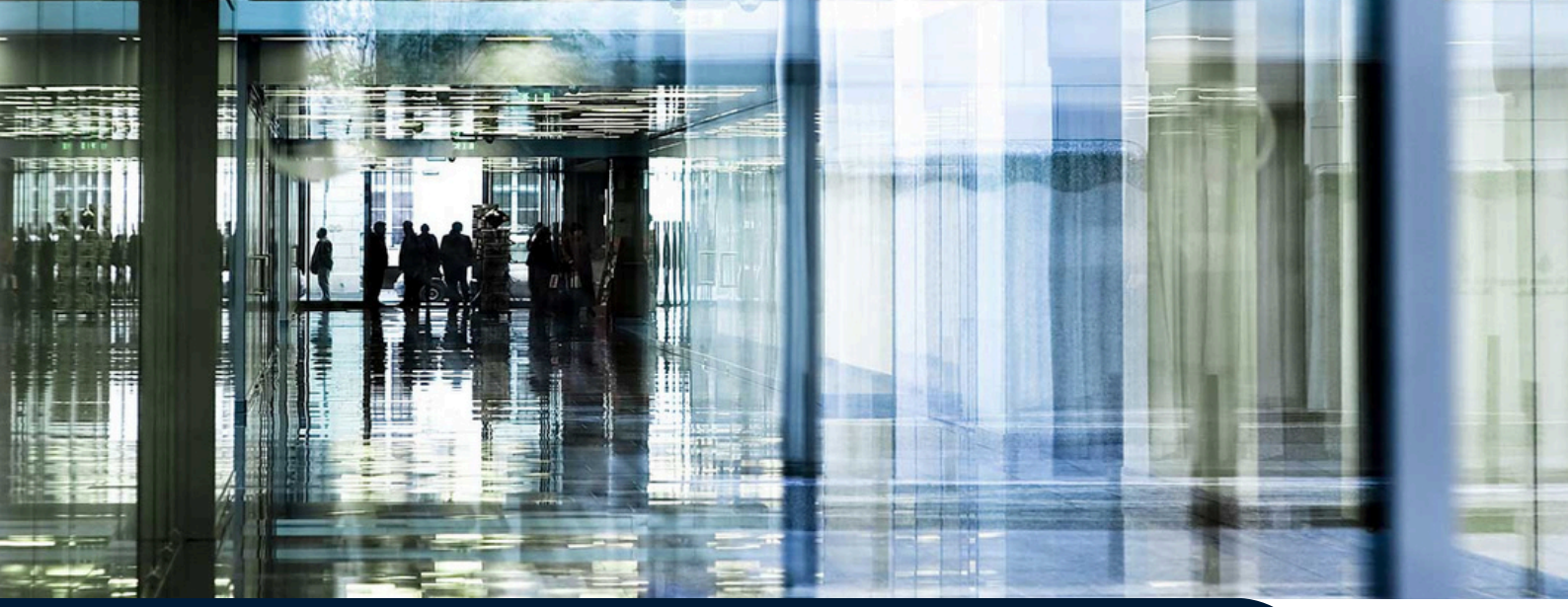
With over 200 Barristers, including 19 Silks and 60 members of staff, Exchange Chambers is one of the largest and most well-resourced Chambers in the UK.

JOB DESCRIPTION

Working together with the Seminars and Training Manager in the running of the department.

Duties include:

- Assisting in the running of events and training in both internal and external venues, booking rooms, arranging catering, attending the events
- Running Teams events, downloading and editing recordings (Teams training can be provided if necessary)
- Co-ordinating solicitor training
- Setting up all database campaigns on Lex software
- Assisting barristers with their powerpoint presentations, formatting marketing materials
- Compiling feedback forms on Survey Monkey
- Updating the website with seminars
- Assembly of training packs when required
- Assisting with organising internal training and internal social events
- Assisting with the organisation of the Manchester and Liverpool Business and Property Forums on Eventbrite and InDesign
- To assist with the organisation of charity events and the charity dinner



EXCHANGE CHAMBERS JOB VACANCY - SEMINARS AND TRAINING ASSISTANT

SKILLS REQUIRED

- An interest and experience in events and marketing
- High level of proficiency in Microsoft Office Suite, including PowerPoint, Excel and Word
- Teams, Eventbrite and Survey Monkey knowledge preferable
- Adobe InDesign knowledge preferable
- Willingness to travel, across the North of England
- Driving license and own transport an advantage
- Ability to work as a team; working closely with the marketing team
- Excellent time management with the skills and ability to prioritise a busy and ever-changing workload
- Strong administrative and organisational skills
- High attention to detail

Please send your CV and a cover letter outlining your suitability for the role to Jo Stapley: stapley@exchangechambers.co.uk

EXCHANGE
CHAMBERS