EXCHANGE CHAMBERS

JOB VACANCY - MARKETING ADMINISTRATION ASSISTANT, LIVERPOOL

Exchange Chambers is one of the largest and most well-resourced Chambers in the UK.
We are looking to recruit a full-time Marketing Administration Assistant in our Liverpool office.

- **Job Title: Marketing Administration Assistant**
- **Reporting to: Marketing Manager**
- **Hours of work: 09:00 - 17:30**
- **Starting salary: Dependent on experience**
- **Location: Liverpool**
- **Holiday entitlement: 20 days per year rising with years of service**
- **Benefits: Medicash scheme, Cycle to Work, Workplace Pension and Volunteering Days**

JOB DESCRIPTION

Exchange Chambers is an award-winning, progressive, full service set of barristers' chambers in Liverpool, Manchester and Leeds with a proven track record in all major areas of law. We are one of the largest and most well-resourced Chambers in England and Wales. This allows us to provide an unparalleled level of service and cover.

With 200 members and 18 silks, many of our barristers are recognised as leaders in their field.

Consistently ranked as a leading national set, we develop strong relationships with our clients to ensure that we understand their requirements and deliver outstanding service. We aspire to excellence in everything we do, complementing technical legal knowledge with commercial advice.

We are seeking to recruit a Marketing Administration Assistant to provide support to the Marketing Manager in all marketing activities and events. Degree level of education is not essential for this role.

DUTIES

Digital

- Assist in uploading and editing content on the website including news items, articles and blogs, seminar listings, and other key webpages using WordPress (content management system)
- Update members' CVs and profiles through WordPress
- Prepare, plan and send marketing communications as agreed by the Marketing Manager and Seminars and Training Manager (drafting copy, template design, and proofreading)
- Social media scheduling – assist with the roll out of campaigns and manage profiles using Buffer for scheduling
- Develop new ways to promote the profile of Exchange Chambers via social media presence
- Production of advertisements and artwork for marketing campaigns on ad-hoc basis – pupillage, recruitment etc.
- Assist with ensuring Member and Staff email signatures are kept up to date with appropriate logos every year

Print/ collateral

- Assist in the production of marketing literature, including brochures and flyers
- Assist in writing and proofreading copy when required
- Design and order business cards for members as and when required
- Ensure any front of house marketing assets are kept refreshed and up to date, including PowerPoint presentations on reception screens
- Work with clerks to update Team Sheets for different practice areas using InDesign when required
- Liaise with external suppliers, printers and merchandisers for production
- Update general marketing collateral when required

Legal Directories

- Assist in the compilation of legal directory submissions for Chambers and Partners and the Legal 500 (Project runs from approx. October – February)
- Compile legal directory referee sheets
- Schedule interviews with the directory researchers/editors
- Maintain Exchange Chambers' online set profiles

Design

- Regular use of Canva design software to create social media posts, flyers, invitations and occasional graphics

Internal Communication

- Collate and produce content for Chambers' internal newsletter using automated email software
- Update and maintain content by liaising with staff and members
- Assist in the communication of marketing announcements/updates via email
- Assist with the production of internal resources - social media policy etc.

PR

- Assist the Marketing Manager with all PR activity
- Use X and LinkedIn to maximise PR outcomes
- Liaise with external PR consultant to ensure that news items are appropriate for publication and uploaded to the website in a timely manner
- Ensure PR highlights are included in the internal newsletter

Seminars

- Provide support to seminars department when required
- Assist with the production of marketing materials and resources for seminars, including brochures, flyers and banners
- Ensure that all seminar resources meet brand guidelines

Awards

- Assist Marketing Manager with monitoring and keeping the awards calendar updated, and assist with awards entries throughout the year.
- Assist in gathering information and statistics for legal award entries

Other

- Organise corporate photography shoots for the website with support from EA to Chief Exec
- Attend marketing meetings when required
- Support the Seminars and Training Manager and Senior Management when required
- Assist in the delivery of digital communications via LEX Marketing, including newsletters etc.
- Assist with SEO and our digital marketing strategy

JOB SPECIFICATION

Essential Criteria

- Demonstrates an interest in pursuing a career in marketing
- Strong working knowledge of X and LinkedIn
- Confidence in learning new software and systems
- High level of proficiency of Microsoft Office Suite (advanced user of Outlook, Word, Excel and PowerPoint)
- Ability to communicate confidently with barristers, management, clients and suppliers via email, telephone and in person
- Strong written communication and grammatical skills
- High attention to detail and sound proofreading skills
- Strong administrative and organisational skills
- Enthusiastic, pro-active and calm approach to working in a busy, fast-paced environment
- Ability to work unsupervised, prioritise and manage a varied workload/variety of projects
- Ability to work as a team, particularly on projects in conjunction with the seminars team
- Good commercial awareness, knowledge of the legal sector and understanding of how a Barristers' Chambers operates

Desirable Criteria

- Graduate level of study or equivalent educational attainment in a relevant field
- Marketing experience, particularly in the legal sector or professional services
- Basic knowledge/experience of Adobe InDesign and Canva
- Basic knowledge/ experience using a social media scheduling tool
- Creative design skills
- Basic knowledge/experience of WordPress
- Writing skills/experience of producing copy suitable for print and online

To apply, please send your CV and a covering letter to Eleanor Piercy - piercy@exchangechambers.co.uk

If you would prefer to apply through an alternative method (e.g. short video), please get in touch.

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

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