

Marketing/Administrative Clerk

Maitland Chambers is one of the leading sets of Barristers' Chambers in the UK. Based in London's Lincoln's Inn, we offer legal advice and advocacy of the highest quality both domestically and internationally.

Maitland is consistently ranked as a leading set in all our areas of expertise across the civil fraud, commercial, corporate, insolvency, offshore and chancery fields.

Our barristers appear across a full range of UK civil courts and tribunals including the Supreme Court and Privy Council as well as in the Caribbean, Asia and other jurisdictions. With 23 King's Counsel and 46 Junior barristers, Maitland provides representation and cross disciplinary expertise across a whole range of matters.

Supporting our members Maitland has a committed team of clerks, management, finance, logistics and admin professionals who ensure that our clients receive the highest quality of service.

Responsible to Senior Clerks and Head of Marketing

Role expectations

Chambers is seeking to appoint a Marketing/Administrative Clerk to assist the head of marketing and senior clerks in enhancing Chambers' profile and ensuring we build on our reputation as a leading set of barristers' both domestically and internationally.

You will work closely with the head of marketing and senior clerks to maintain the impact and effectiveness of business development, marketing, and communications activities across Chambers.

This role would suit a candidate with previous marketing experience or someone with experience in an administrative role who wishes to broaden and develop their remit. It is important to be able to adapt to rapidly changing priorities and to juggle different tasks. Knowledge or experience of Chambers and the legal profession would be ideal but is not a pre-requisite.

Responsibilities

- Provide administrative support to the senior clerks, managing diaries and dealing with expense claims
- Book travel/accommodation and plan itineraries for the senior clerks and members for marketing trips, hearings, meetings, and lunches. Ensuring members and clerks are fully briefed ahead of attending events or trips
- Update marketing materials such as invitations, PowerPoint presentations, branded papers, speaker biographies, handouts, and brochures
- Add news items and update barristers' profiles on the Chambers' website to ensure that Chambers' messaging evolves and is effectively conveyed
- Regular posting to our Chambers LinkedIn
- Create social media posts and content using Canva
- Assist with directory and award submissions
- Manage all branded merchandise and stationery, and order when necessary, including business cards
- Keep the information on the Chambers intranet up to date using various IT tools
- Maintain and update Chambers' client database and the marketing diary
- Handle logistics for events from inception to execution and evaluation, liaising with internal support and external suppliers, including producing marketing collateral such as brochures, invitations, handouts, powerpoint presentations and name badges and monitoring event responses. **This may include some out-of-hours work.**

Required skills

- Microsoft office including Excel and PowerPoint
- Experience with CRM systems
- Design skills, preferably Canva
- Strong written and verbal skills
- Excellent attention to detail
- Able to work under pressure
- Strong organisational skills
- Good team player

Experience and qualifications

Ideally 1-2 years relevant legal/professional services experience

This job description encompasses the main duties of the role and is by no means exhaustive.