

# Bristows

## The firm

Bristows is a market leading law firm with a global client base across our core sectors of life sciences and technology.

The firm has maintained its high standing in the market by the exceptional quality of our lawyers and the strength and depth of our scientific and legal expertise. We have an all equity partnership that has remained stable over many years.

## Marketing & Communications Executive – Maternity Cover

### Marketing & Business Development

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Reporting to the Marketing Advisor, Brands & Campaigns, this role will provide support on a range of initiatives that support the firm's functions and practices in the creation and execution of an engaging range of communication initiatives. This role will have sole responsibility for a number of key departmental processes and deliverables with respect to:

- the development and maintenance of marketing collateral and the application of brand and design;
- day-to-day internal and intranet communications, regular updates.

In addition, the role holder will work closely with other members of the M&BD team and the firm's leadership team to support strategic internal communications including town halls and AGMs

### Key Responsibilities

The role holder will have sole responsibility for a number of key departmental processes and deliverables with respect to:

- Help internal stakeholders in the development and implementation of their communication plans, liaising with stakeholders at all levels across the business to develop, maintain and implement communications best practice.
- Provide operational communications advice to stakeholders using own initiative and drawing on strategic support from senior colleagues.
- Engage in the development of communications channels to improve communication effectiveness.
- Create, discuss and implement new ideas and action plans to enhance audience engagement.
- Assist with the maintenance of content on the firm's intranet (BNet) – creating content for multiple channels, including copy, visuals and multi-media – the writing, editing and distribution of communications content as needed.



- Take ownership for key departmental processes:
  - maintain and update lawyer profiles, practice and sector descriptions;
  - record M&BD activities in the firm's internal database (GARs) and produce regular reports for M&BD, business and sector groups;
  - actively promote and contribute to the use of the firm's CRM system (InterAction) to ensure accurate contact information and marketing lists;
  - file and archive departmental documents;
  - maintain firm-wide calendar of marketing and business development events.
- Assist with brand maintenance (eg updating branded stock, organising photo shoots) and in the delivery of branded marketing collateral.
- Assist with the preparation and execution of seminars, webinars, client and hospitality events.
- General organisation of the M&BD team and provision of day to day assistance, including through the effective and efficient sharing of information, including the organisation and management of communications and events calendars.
- Work in collaboration with the wider team to develop positive working relationships with all colleagues.

### **Skills & Experience**

- Strong interpersonal, relationship-building and communication skills across all levels
- Excellent attention to detail, time management and organisation skills and a strong focus on accuracy
- Ability to multitask, manage multiple projects, work well under tight deadlines and other pressures while maintaining a professional demeanour
- Demonstrate proactivity/initiative – self-motivated and keen to develop but also a good team player
- Strong client service orientation
- Knowledge of Microsoft applications (ie, Word, PowerPoint, Excel, Outlook) and working with brand & design software (eg InDesign, Photoshop, Illustrator, Premier Pro)

## Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We value face to face collaboration and the social element of working relationships. Our remote Working Policy enables staff to work in an agile way. We don't monitor attendance, but simply ask that everyone spends on average across the year more time in the office than out of it - typically three days a week for a full time employee. We provide a comprehensive home working set up including laptop, additional monitors, mouse, keyboard, headphone, chair etc as required.

Our firm values, which we very much "live", are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. We are signatories to the Mindful Business Charter and take our commitment to staff welfare and work life balance very seriously.

None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture. No one is competing for hours and everyone knows they can enjoy downtime when it arrives.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive. Our Charities Committee is equally busy and puts on a range of events from sporting to baking to our Christmas Craft Shop, all in aid of our Charity of the Year.

Our Wellbeing Programme is championed at partner level and is structured around the pillars of Physical, Mental, Financial and Community wellbeing with an annual programme of events, educational activities and support.

## Reward & benefits

Our salary and bonus structure reflects our lack of billing targets and collaborative culture and any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families at its heart.

## Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society's Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years. It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation.

For more information about EDI policies and practices at the firm, please [see here](#).

For more information on our [firm values](#), [see here](#).