

Events Administrator (Apprentice)

Department: Marketing & Business Development

The firm

Bristows is a market leading law firm with a global client base across the life sciences and technology sectors. The firm has maintained its high standing in the market with the strength of our legal expertise and our unique firm culture driven by our core values.

The firm is looking to recruit an Events Assistant (or Administrator), who will support the coordination and implementation of firm events, seminars and training sessions. The firm runs a wide range of events including small dinners, subject led roundtables, panel events, webinars, networking receptions and large-scale parties. All aspects of event delivery are organised in-house allowing the team to work on everything from the creative concept to the delivery on the day. The starting salary for this role is £25,250.

Key responsibilities

To assist the Events Manager with the coordination of firm events, working in close collaboration with the M&BD team, to ensure a quality output that reflects the Bristows brand.

Pre-event responsibilities:

- securing dates and internal room bookings
- creating and refining invitation lists (via InterAction)
- printing name badges and guest lists
- collating on-the-day materials, including signage, marketing materials and publications, etc.
- sending final event requirements to the relevant in-house teams

On the day responsibilities:

- liaising with our front of house and IT teams to ensure the room and AV set up is completed
- setting up registration desk and displaying relevant hand outs
- greeting and directing attendees on arrival

Post-event responsibilities:

- updating attendance records (via InterAction)
- collating feedback and survey results
- completing the post-event archiving process (via InterAction), in line with our data retention policies

General responsibilities:

- assisting with event reporting and general administrative tasks to ensure efficient operation
- monitoring the events inbox and responding to emails accordingly in a timely manner
- overseeing stock maintenance of event supplies and marketing materials
- supporting with coordination of quarterly internal breakfasts
- researching industry activity and competitor events

Skills & experience

- Friendly and willing to help others
- Able to use their own initiative
- Great customer service
- Methodical and thorough

Our values & culture

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but ask that everyone spends more time in the office than out of it, typically three days a week for full time staff.

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. 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.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training.

Reward & benefits

Our salary and bonus structure reflects our absence 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.

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. 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.

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](#).