

Communications Assistant

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.

We are looking for a proactive and organised **Communications Assistant** to join our busy Communications team within the Marketing and Business Development function. This is a hands-on role focused on supporting a major **internal communications project**: the development and roll-out of the firm's new **SharePoint-based intranet platform**.

The successful candidate will be central to the delivery and ongoing upkeep of the new intranet, working with teams across the firm to gather, edit and upload content, manage internal calendars, and support adoption of the platform. They will also contribute to broader internal communications activity as needed.

This role offers the opportunity to develop valuable **project coordination** and **stakeholder management experience**, with scope to expand into a wider range of communications and administrative duties under the guidance of the Communications Manager.

Key responsibilities

Intranet project support:

- Assist with building and structuring new pages and sites on the intranet (built in SharePoint)
- Liaise with departments across the firm to gather content and requirements
- Edit and upload content to intranet pages, ensuring consistency and usability
- Coordinate feedback and action requests for updates to intranet content
- Maintain high standards of formatting, accessibility and brand tone of voice
- Own and maintain the central internal calendar, ensuring all firmwide events are accurately captured
- Coordinate with teams and communities across the firm to gather up-to-date event information

Communications and administrative support:

- Provide support to the Communications Manager across communications initiatives
- Assist with drafting internal announcements and messaging as required
- Provide administrative support for communications campaigns and events
- Contribute to reporting and analytics where appropriate
- Skills & experience
 - Previous experience in a professional services or office environment, ideally in a marketing, communications, or administration role

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- Familiarity with digital platforms (experience with SharePoint a plus, but not essential)
 - Strong writing, editing and proofreading skills
 - Excellent attention to detail and organisational skills
 - Confident liaising with a range of stakeholders at different levels of seniority

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 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. Mentoring schemes are available for fee earners while members of the HR team can provide personal coaching and guidance in non-legal and personal management skills.

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. 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.

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](#).