

Title: Part time Marketing and Events Co-ordinator

Flexible: 2 days per week

Location: Wimbledon Village

Pay: £27K FTE

About the role

This is a new role in Peacock & Co. We're a firm of solicitors founded in Wimbledon Village nearly 30 years ago. We have an office in Epsom and we're growing as more people get to know about us and how we work. Our clients are mainly local business and residents.

Businesses come to us for advice and support on all aspects of setting up and running their businesses.

Individuals come to us at various stages of life management and planning. This might be making a will, help with important transactions like buying and selling property and also help through difficult times – like divorce and disputes of any kind when they need someone knowledgeable and supportive on their side.

Because most of us live in the area as well as work here we are completely invested in our community. We demonstrate this through supporting many local events and, increasingly, hosting and running our own. Up to now we've managed to do this ourselves but we're at the point of needing help now.

As well as delivering events and activities for the coming year you will also help us with developing our broader marketing activity.

Key responsibilities

- Co-ordinate all aspects of event attendance and event production from start to finish: concept, design, delivery, follow up, evaluation and learning.
- Evaluate and negotiate sponsorship and event opportunities.
- Monitor and understand where new clients come from.
- Ensure that all marketing materials are brand consistent with what Peacock & Co is about and appropriate for different audiences and purposes.
- Co-ordinate and activate our publications schedule. This includes hard copy, social media and other online content.
- Prepare monthly activity and results reports to an agreed format.
- Help us develop our SEO strategy and improve online findability of the firm.
- Develop a regular communications database as part of our annual marketing plan.

Skills, knowledge and experience

- Experience of event co-ordination for a range of event types.
- Experience of briefing and managing print, design and other possible communications and marketing suppliers.
- Good communications skills.
- High level of attention to detail.
- Proven ability to meet deadlines and maintain priorities even under time pressure or if things aren't going to plan.
- Up to date knowledge of Microsoft Office Packages.
- Working knowledge of social media.
- Working knowledge of contact management systems.

Person specification

- Comfortable working independently.
- Confident enough to ask for help when you need it.
- Confidence and presence to remind busy people of things only they can do and need to get on with.
- Be a 'completer finisher' person who is highly organised and enjoys the detail and the satisfaction that thorough thinking and detail has been done and details checked and delivered.
- Be open to learning. We don't necessarily expect you to know everything at the start but to be willing and confident in your ability to learn particularly as the role develops.
- Positive attitude and outlook.
- Really love an activity plan and schedule that you can get on with.

Application process

We'd like to see your CV but just as important is your covering letter to help us understand you and why this job might be the right one for you. The deadline for applications is 30th June 2019. Please email your application to Karen.Webbe@peacock-law.co.uk.

If you have any questions about the role please contact Karen. We expect interviews to be held around mid July and the role to start in September.