

Department:	Business Development
Location:	London
Working Pattern:	Monday to Friday
Hours:	9:00 to 17:30

The Firm

Clyde & Co is a leading, sector-focused global law firm with 400 partners, 2000 legal professionals and 3600 staff in over 40 offices across six continents. Its core global sectors position it at the heart of global trade and commerce: insurance, trade & commodities, energy, transport and infrastructure. With a strong emerging markets focus, the firm has achieved compound average annual revenue growth of 12% over the last five years, making it one of the fastest growing law firms in the world with ambitious plans for further growth.

Our achievements were recognised in 2016, when we were awarded the accolade of Law Firm of the Year by The Lawyer. This award is one of the most sought-after in the industry as it recognises the firm that has performed most strongly on a number of measures including; strong leadership and strategic vision, strong financial management and growth, talent management and workplace development and client innovation.

Our vision is to be our clients first choice for complex, multi-jurisdictional matters in our chosen sectors by investing in our core practice areas in chosen locations, serving an international client base and build a network of offices in key trading zones. Our key focus is also to become the “go to” firm in emerging markets, running ourselves professionally by attracting and developing the best people.

The Role

The implementation of sector business development strategies and campaigns under the direction of a Business Development Manager, ensuring effective, high-quality and timely delivery. This will involve establishing productive relationships across the Business Development Department as well as with partners, lawyers and other business services teams.

Key Responsibilities

- To assist in the implementation of sector business development strategies and their resulting activities under the direction of a Business Development Manager. The focus will vary depending on sector and circumstances, but will include:
 - Attending sector/practice area sub-group meetings, keeping a record of actions agreed and assisting the Business Development Manager achieve progress
 - The drafting and production of sector marketing materials
 - The organisation of internally and externally hosted events in partnership with our in-house event organisers, including advising on and assisting in the development of materials and managing other elements involved in campaigns, for example surveys, research studies, press releases or interviews.

- Assisting in the drafting, preparation and production of client pitch documents or other capability materials, involving:
 - Developing and maintaining a deal/case database
 - Developing and maintaining a pitch log with appropriate details
 - Providing first drafts for major pitches and working with the appropriate BDM to complete the pitch
 - Managing the completion of smaller pitches as agreed with your manager or BDM
 - Providing client and sector research for pitch teams
 - Gathering information for the completion of pitches from partners and associates
 - Monitoring the progress of pitches ensuring the results are communicated to the appropriate audiences
- Research into relevant market segments and clients/prospects
- Management of client information and the compilation of data and reports for partner groups
- Supporting the Business Development Manager in the development and implementation of client development plans
- Updating sector web pages and producing other e-communications
- Assisting in the production of directory submissions
- Managing sector data in the firm's Interaction CRM system
- The role may also entail:
 - Contributing to the formulation of sector business development plans
 - Working on firm-wide business development initiatives, such as the Key Account programme or firm-wide campaigns, as directed by your manager
 - Monitoring business development expenditure and producing reports on a regular basis as agreed with your manager
 - Working with other managers within the department on projects directed by the Head of UK Business Development, Senior Business Development Manager and the Business Development Director on ad hoc projects
- It will be expected that the Business Development Executive:
 - Understand, support and communicate the key aims of the firm's business development agenda within their sector
 - Contribute to the continuing development of business development tools that support the implementation of our plans
 - Maintain the operational standards of the Business Development Department, as directed by your Senior Business Development Manager
 - Exemplify the attributes that we wish to communicate to the market

Experience and Skills Required

- Educated to degree level (2:1 or above) or possesses equivalent experience
- Holds a professional marketing qualification, e.g. CIM/CAM (desirable)
- Experience of working as a Business Development practitioner within a fast-paced professional services environment, preferably within the legal industry, including:
 - Implementing business plans as directed
 - Implementing strategically-aligned marketing activities as directed
 - Liaising with other BD areas and international offices
 - Implementing communications plans as directed
- Marketing communications experience, good copy writing skills, an understanding of branding and design and the production of promotional materials (desirable)
- Previous experience of the sectors/practice areas listed in this job description (desirable)
- Strong IT skills with experience of CRM systems (preferably InterAction), Outlook, Word, Excel and PowerPoint
- Strong organisational skills and the ability to handle multiple priorities within tight timescales

- Able to work to very tight deadlines under pressure and to assimilate information quickly
- Strong interpersonal skills including confidence, positivity, diplomacy and the ability to gain credibility quickly
- Excellent verbal and written communication skills
- Demonstrates attention to detail with a high level of accuracy
- Positive and tenacious with the ability to pro-actively drive initiatives forward and motivate resources within and outside your own team to deliver results

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

Our values



A global outlook

- We mirror our clients' operations and are early movers into key hubs for international commerce.

A comprehensive practice

- Our capability now covers every facet of the insurance and international trade markets.

A commitment to clients

- We use our knowledge and experience to steer clients through the diverse commercial challenges they face.

A distinct approach

- We couple deep experience with an open, dynamic environment capable of quickly evolving.

Facts & figures



2000 Legal professionals

3000+ People

40+ Locations

6 Continents

Awards



Law Firm of the Year 2016

The Lawyer

Management Partner of the Year

Legal Business

Insurance Firm of the Year

Legal 500

Litigation Team of the Year

2015

Timeline

