



Manchester Law Society – Events and Marketing Executive

Line manager: Operations Manager

Hours: Full-time, 35 hours per week - occasional early morning and evening work will be required

Location: Hybrid (1 day working from home, 4 days in the office) - must be in a commutable distance to Manchester

Salary: Real Living Wage - £24,479

About Manchester Law Society

Manchester Law Society is a not-for-profit voluntary membership organisation supporting the legal profession through events, member services, and thought leadership. The Events and Marketing Executive is essential to the running of the MLS Legal Education and Events programme.

This role includes; administrative tasks, working with committee members and other stakeholders on the development and delivery of events, and the promotion of these events.

Key Responsibilities

Events

- Attend committee meetings to research and discuss the content for the events programme.
- Speaker management; obtaining biographies, photographs and reviewing slides/papers.
- Create and deliver a marketing campaign for the event including; writing articles, email communication, scheduling social media posts, collateral design.
- Create and maintain the event page on the website, app and the CRM system.
- Delegate management; both pre and post event.
- Venue management from initial enquiry to final details.
- Run events on the day as the main point of contact for the speakers, delegates and venue.
- Supporting with booking administration when needed.
- Create and share all relevant H&S documentation with appropriate stakeholders.

Marketing and PR

- Create and design content for The Messenger, Newsletter, website, app, social media and press releases to promote events and other MLS activities.
- Creating and sending marketing emails as needed and agreed.

Data Management

- Administrate changes events on the website, app and CRM.
- Regular data cleansing
- Report any issues with the CRM system to the team and helpdesk.
- Ensure undeliverable emails are investigated and corrections made.

General Office Duties

- Ensure electronic and paper documents are up to date and clearly filed.



- Answer phone calls when needed, advising where possible and passing enquiries to relevant members of staff.
- Support the team by booking in visitors and welcoming them on arrival.
- Exhibit polite and professional communication skills to all including the office team, all members, suppliers and members of the public.
- Scanning, photocopying and filing documents.
- Conducting research and compiling data upon request.
- Monitor and maintain individual and group inboxes ensuring this is done consistently and regularly.

Finance

- Use the CRM system to process event bookings and sponsorship invoices.
- Add payments received to CRM system.

Teamwork

- Develop and maintain good relationships with colleagues, members, and suppliers fostering a supportive and collaborative environment.
- Be proactive and adaptable.
- Use initiative to support the team in busy periods.



Person Specification	Essential	Desirable
Excellent interpersonal skills able to communicate and interact with people at all levels	X	
Understand the importance of Data Protection and confidentiality	X	
Experience of delivering excellent customer service and dealing with complaints		X
Good level of IT skills and Office, i.e. Word, Excel, Outlook, WordPress, Social Media platforms	X	
High level of organisational and administrative skills		X
Attention to detail	X	
Excellent written and verbal communication skills	X	
Experience organising and prioritising own workload		X
Event planning and delivery experience		X
Experience working with invoicing and finance systems		X
Flexible approach to working times – including working early mornings and late evenings	X	