



Introduction to Taylor Wessing

Business Development Executive –
Private Wealth

March 2024

TaylorWessing

About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

Our sector focus



Technology, Media
& Communications



Private Wealth



Real Estate,
Infrastructure & Energy



Life Sciences
& Healthcare

Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate, M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1000+ lawyers | **300+** partners | **29** offices | **16** jurisdictions

The opportunity for you

Executive summary

We have one of the largest Private Wealth teams in Europe, with more than 100 lawyers across 17 jurisdictions working seamlessly to help our clients grow, protect, and transfer their wealth, wherever they are. We provide a full range of legal solutions that address our high-net worth clients' business, investment, and personal challenges. Our clients are global citizens with connections to many different jurisdictions, which means a very large part of our advice is cross-border in nature.

This is a fantastic opportunity to join a truly market-leading international team. The role will work across the team covering private wealth initiatives in areas such as M&A, reputation management, private client, disputes, real estate, and so on.

The role requires a proactive attitude and an engaging and energetic style. We need someone who can get to know the business quickly and develop and manage a broad range of relationships skillfully and effectively. We need someone who will take a hands-on approach to tasks and who will get things done.

The role is important in helping us build on the client development and profile-raising work that has already been done and continue to create a more structured approach to BD activities. It is also central to helping the firm develop a more commercial outlook to its clients and its work.

The role will report directly to the Business Development Manager for Private Wealth. It will be supported by a Business Development Assistant who covers Private Wealth for part of the time. It will also work alongside BD Managers and Executives for other key areas such as Corporate, Real Estate, Disputes and Private Client.

The role will be a part of a BD, Marketing and Communications (BDMC) team that is already well-established and respected within the firm by partners and other fee-earners for its high standard of service and the ideas and commitment it brings to business development.

Job title

Business Development
Executive – Private Wealth

Recruiting Manager

Polina Medvedeva

Department

Business Development

Hours

Full-time, Monday - Friday.
Business hours are 9.30am - 5.30pm. The nature of this role means that you will need to be flexible and willing to work outside of normal business hours when required.

Location

London. Office-based for three days each week.

Perm/FTC

Permanent

Salary

Competitive

Working pattern

Taylor Wessing supports agile and flexible working and we are open to conversations about individual circumstances and needs.

The opportunity for you

Responsibilities

- Support the implementation of the Private Wealth BD & Marketing plans by working with the BD Manager to translate practice and sector goals into specific BD objectives and tasks.
- Support the BD Manager for Private Wealth on strategic projects and the delivery of the BD and Marketing plan for Private Wealth. This will include helping identify and pursue opportunities from across the firm's existing client base where there is high potential for profitable growth. It will also include support on specific thought leadership campaigns, BD products, client communications and marketing initiatives, and working with the wider BDMC team.
- Support the delivery of the Private Wealth intermediary programme, helping plan activities and meetings, and monitoring and reporting on intermediary referral activity to enhance the profile of the Private Wealth group with key targets and increase referral reciprocity.
- Facilitate proactive cross-selling across Private Wealth and with other relevant practice/sector groups within the firm (for example, with our Venture Capital team).
- Work with partners, the BD Manager and the Bids team as required to pitch for new business opportunities, and draft or co-ordinate the writing of pitch documents and credential statements.
- Support on the creation of directory/award submissions for the Private Wealth group to increase market profile and improve the perception of the team and team members.
- Collaborate with the Events team (in London) and Marketing & BD Operations team (in Liverpool) on market-facing events for the Private Wealth group. Take responsibility for supporting and, on occasions running, sector-specific seminars and networking events.
- Support internal communications to ensure that there is a good understanding of the group's strategy and activities throughout the firm, including across the international firm.
- Develop and maintain the information infrastructure necessary to market the Private Wealth group, supported by the Marketing & BD Operations team in Liverpool. This includes ensuring that BD and marketing activities are accurately captured in our CRM system.
- Leverage technology and data to help target and grow client opportunities and create efficiencies in our operating processes, increasing the speed, quality and consistency of our BD activities.
- Build strong relationships with partners, associates and other stakeholders, adjusting personal style to build trust and credibility and to promote understanding and the reputation of the BDMC team.
- Represent the Private Wealth group effectively and positively across all teams within the BDMC function – for example, by presenting at BDMC meetings.

The opportunity for you

Knowledge, skills and experience

This role is a busy and demanding position, but it is also hugely satisfying and rewarding to work as part of a dynamic and ambitious team. We are looking for a candidate with the following knowledge, skills and experience:

- Solid business development experience at a similar level from within the legal or professional services sector.
- An understanding of the Private Wealth sector, while not required, would be advantageous. A strong desire to learn more about the international Private Wealth sector is essential.
- A can-do attitude with a bias for action. The ability to take the initiative and ownership for projects, and the drive to get things done is very important.
- Excellent attention to detail.
- Strong interpersonal and influencing skills, and a track record of building collaborative working relationships at all levels.
- A proactive, tenacious and creative approach.
- A flexible mindset and an ability to work to deadlines, juggle multiple projects and deliver under pressure.
- A knowledge of CRM systems and a familiarity with generating meaningful data and reporting for business intelligence and targeting purposes would be an advantage.
- Good commercial awareness and an international focus.
- Excellent communication skills – both written and oral.
- A team player with good emotional intelligence.
- Ambition, drive, likeability and a strong work ethic.

More about us

The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions and connected enough to be a true community.

You would be joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'd gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices. We work to a guideline 3/2 split of our working days between the office and home.

Investing in you | Tailored Benefits

Your wellbeing would always be our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house GP service

Health and wellness benefits

- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- Subsidised yoga
- Premium Headspace subscription
- GymFlex

Lifestyle benefits

- Cloud Nine – our subsidised restaurant and coffee bar
- Enhanced family leave – after one year qualifying service new parents taking maternity or shared parental leave may receive the equivalent of six months' full pay, spread over nine months
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Mortgage surgeries
- Interest free season ticket loan

Our values

What we stand for

We are a community of independent thinkers, connected by our core values and our drive to challenge expectation. Our values shape what we do and how we do it.

Excellence

Creative

Responsible

Team

Integrity

Respect

➤ Read more about our values [here](#)

Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.



Find out more about our responsible business initiatives [online](#)

Read our latest [Impact Report](#)

2000+ people
1100+ lawyers
300 partners
28 offices
17 jurisdictions

Austria	Klagenfurt Vienna
Belgium	Brussels
China	Beijing Hong Kong Shanghai
Czech Republic	Brno Prague
France	Paris
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich
Hungary	Budapest
Netherlands	Amsterdam Eindhoven
Poland	Warsaw
Republic of Ireland	Dublin
Slovakia	Bratislava
South Korea	Seoul*
UAE	Dubai
Ukraine	Kyiv
United Kingdom	Cambridge Liverpool London
USA	New York Silicon Valley

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