



Role description

Responsible Business Advisor
(FTC)

Liverpool

TaylorWessing

The opportunity for you

This fixed term contract covers a period of family leave we expect to last 14 months. This is a part-time role. You will be joining a creative team whose purpose is to deliver our ambitious Responsible Business programme. The team engage our people and our clients across five key areas: community engagement, inclusion, pro bono, the arts and sustainability. The role covers all UK offices.

Reporting to the Head of Inclusion, based in London, you will supervise our Responsible Business Assistant. You will lead on community engagement and the arts. You will have regular contact with our marketing and communication team, network and committee members and the rest of the firm.

This is not a routine office job; you will be working on multiple initiatives involving internal and external stakeholders. The successful candidate will demonstrate an inclusive mindset, be passionate about social and environmental change and strive to role model ethical behaviour. Being organised is a must, as well as ambition, a willingness to work outside of your comfort zone, and be detail-orientated while understanding the bigger picture.

Responsible Business sits within our Talent team, with around 40 members covering the full employee life-cycle. The other groups are talent acquisition, development and advisory. We operate a one-team approach and you may be required to undertake other duties, within the scope of your level and experience.

Job title

Responsible Business Advisor –
14 months FTC

Recruiting manager

Robin Panrucker - Head of Talent
Development and Inclusion

Department

Talent

Working hours

3 days per week (09:30 – 17:30)

Working at least 1 day a week
from our offices.

Location

Liverpool

Perm/FTC

14 month FTC

Salary

Competitive

Working pattern

Taylor Wessing supports agile working, and the Talent Acquisition team would happily have conversations with potential candidates about how we could support agile or flexible working needs.

The opportunity for you

Key responsibilities

- Fully involved in all operational aspects of the Responsible Business programme, from delivering induction to evaluating feedback and proposing solutions
- Support network leads and partner champions to deliver their network objectives
- Drafting content for newsletters and maintain intranet pages
- Keeping records and capturing data in order to provide updates and evidence the social value of our programme
- Draft board reports/papers, analyse and present data and design PowerPoint presentations to communicate key messages.
- Organise and deliver volunteering days and fundraising opportunities
- Lead the Giving and Volunteering Committee, whose remit includes fundraising and donations, volunteering, as well as maintaining relationships with key community partner organisations.
- Review programme elements as necessary to incorporate feedback, ensure they continue to deliver intended outcomes and remain market leading.
- Manage and attend certain committee meetings including drafting agenda, minutes and co-ordinating actions.
- Motivate and empower committee and network members to share ideas, engage in and support the delivery of the wider programme.
- Involvement in projects identified as priorities in the Responsible Business strategic plan each year, leading where appropriate.
- General queries relating to the programme, resolving where possible and escalating when necessary, including:
 - Virtual and in-person event management/support
 - Completing/compiling surveys
 - Monitoring progress and maintaining accurate records
 - Budgeting and tracking expenditure

The opportunity for you

Past experience

Essential

- Operating in a similar role within a professional services firm
- Progressive working environments that promote inclusive cultures
- Solid experience of corporate citizenship and community engagement, understanding how third sector and private sector organisations mutually support each other

Desirable

- Legal sector experience
- Fundraising and / or corporate partnerships

Knowledge and skills

- An inclusive mindset, high emotional intelligence and cultural awareness
- Hands-on approach and willingness to support a multi-site team
- Ability to prioritise work, be highly organised and manage multiple projects
- High level of attention to detail
- Excellent communication skills both verbal and written, including proof reading and report writing
- Excellent people skills with an ability to liaise with a broad range of stakeholders
- Confident user of social media - particularly LinkedIn and Instagram
- Self-motivated with strong influencing skills
- Work well and effectively under pressure
- Team player but able to work under own initiative
- Flexible and accommodating. On occasions there will be the need to work outside of office hours at events or to travel to our other UK offices.
- Computer literacy: including Word, Excel, PowerPoint.
- Creative with plenty of ideas and enthusiasm
- Commercially-minded and service-oriented

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 UK 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 | **17** jurisdictions

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, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll 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.

Investing in you | Tailored Benefits

Your wellbeing is always 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
- 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 surpluses
- Interest free season ticket loan

Taylor Wessing in Liverpool



We are very excited to have moved into our new, permanent home in Liverpool, in the Edward Pavilion building in the vibrant and exciting Royal Albert Dock.

The opening of the new, state of the art space is the latest development in two years of tremendous growth and progress towards establishing a major presence in Liverpool. The move underlines our long-term commitment to the city and its communities.

Why Liverpool?

Liverpool is synonymous with innovation, creativity, and dynamism, all of which makes it a natural home for Taylor Wessing, a firm which is committed to challenging expectations in everything it does.

We are a people business and we need a pipeline of talented individuals with a wide range of skills. The depth and diversity of talent in Liverpool is second to none.

We are happy to be part of the Liverpool business community alongside many of the tech and pharma companies that form the core of our client base.

We are looking forward to building deeper ties with the city and its people through new partnerships and sponsorships of the arts.

Our Liverpool team

The team's expertise covers the full range of business operations, including IT, innovation, finance, HR and business development, marketing and communications.

Anyone who works for Taylor Wessing in Liverpool becomes part of a fully integrated UK-wide team, with opportunities for some internationally-focused work as well. This is a fantastic place for talented people with healthy amounts of curiosity and ambition.

We also have a number of lawyers working from Liverpool including members of our UK trade mark practice and our risk team, as well as paralegals working flexibly to provide support where it is needed.

Stronger, together



What has been achieved so far?

We are very pleased with the progress we have made – as a result of establishing a legal and business services office in Liverpool, we have grown our market share, improved our client service, diversified our practice offering and deepened our sector focus.

We also successfully transitioned to a remote working model and have not only maintained, but increased the services that we provide.

We have built a team that reflects the firm's core values and which exemplifies inclusivity – everyone is welcome to apply for our roles and at Taylor Wessing, no one will receive less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy or caring responsibilities.

Our identity and culture is firmly embedded in Liverpool, but we never forget that we are part of a fully international team and ours is a 'one firm' mindset. We have the best of both worlds.

What does the future hold?

We are looking forward to settling in to our new office which has been designed and equipped with modern and flexible ways of working in mind – our team and visitors will experience cutting edge technology, and space that promotes teamwork and collaboration at the same time as supporting all kinds of working styles and preferences.

We continue to have an ambitious agenda to keep attracting great people, grow and become stronger, ever more innovative and to contribute more each year to winning market share and growing profitable revenue.

Our values

What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

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 by clicking the link below.



Our Responsible Business Impact Report 2023

Diversity & Inclusion

Mansfield Certification



Taylor Wessing UK is proud to have achieved Mansfield Rule UK certification for a second year running and has committed to participating for a third year!

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

To read more about this fantastic achievement please [click here](#)

Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

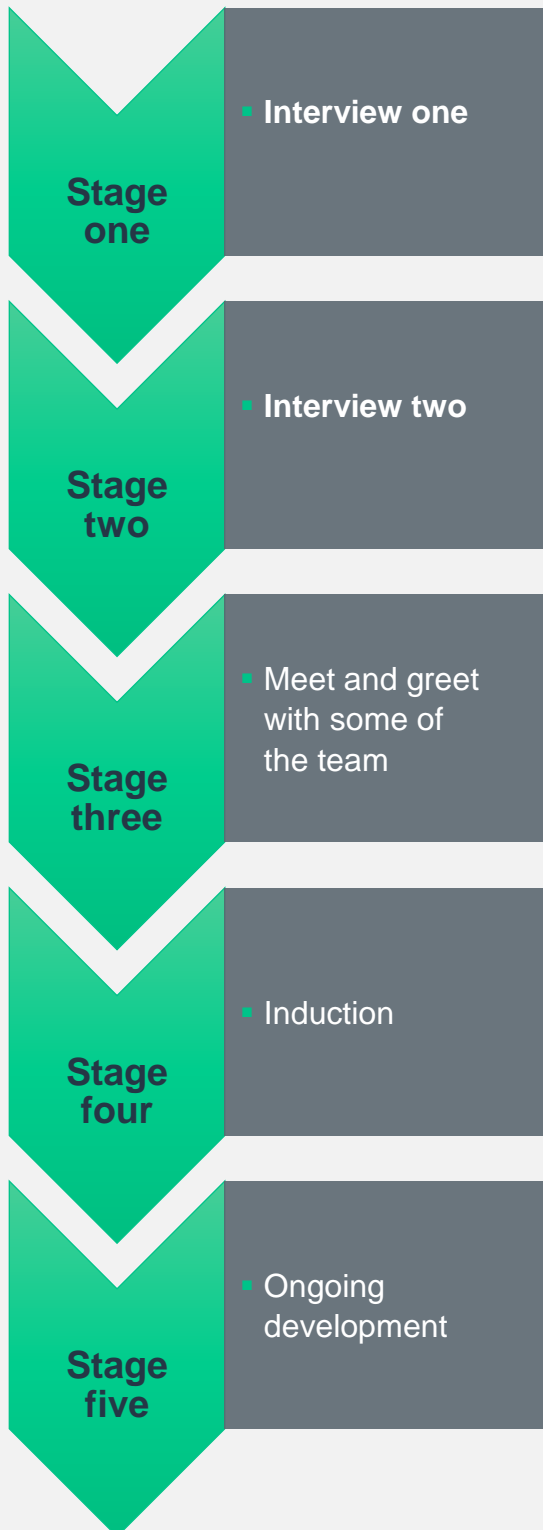
Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

Your recruitment journey



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Please contact us if you require any adjustments to your application or our recruitment process.

2000+ people
1100+ lawyers
300+ partners
29 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 London TechFocus
USA	New York Silicon Valley

* In association with DR & AJU LLC