



Role description

Events Executive
London

The opportunity for you

Executive summary

This is an exciting new opportunity to support Taylor Wessing's strategic event programme. This role will be integral in creating memorable client experiences alongside our sector and practice groups to demonstrate a maximum return on investment. In addition to ensuring the smooth planning, implementation and follow-up of events, this person will collaborate closely with key stakeholders at concept stage to advise them on effective options and channels to create a distinctive experience for targeted audiences.

This role will help share experience and good practice, learn from colleagues' approaches, and assist with firmwide and practice events as required. Provide strategic support to team members on various projects and facilitate seamless execution of tasks and deliverables. Regular reporting of event activity and results against the business' targets and objectives, which helps plan future activity and influence legal and Business Development colleagues to consider alternative channels and techniques.

Job title

Events Executive

Recruiting manager

Hannah Carpenter

Department

Business Development,
Marketing and Communications

Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

Location

London

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

- Working a number of events including seminars, webinars, breakfast meetings, private dinners and forums.
- Implement the event process end to end including; taking the brief from Partners and Business Development, advising on best practice, making suggestions on format, creating and managing event budgets, working with suppliers or agencies, booking rooms, sourcing catering and creating badges.
- Managing events onsite and additionally managing online webinars using our webinar platform ON24.
- Working with the Events Team and Business Development to understanding specific needs and objectives at the earliest appropriate stage and proposing approaches that could best achieve these aims.
- Creating event invitations and further communications on Vuture. Making and managing event lists on our CRM (client relationship management) system OnePlace. Working alongside the firm's marketing systems team to assist in targeting and event invite/attendance analysis.
- Support the E&SP Manager and Head of Brand on strategic firmwide events with logistics and admin, internalising processes and remaining a step ahead. Assisting on ad hoc projects, as advised by E&SP Manager.
- Defining and implementing a programme of events with the Business Development Managers that support the firm in achieving its strategic objectives.
- Ensuring all event and sponsorship budgets are maintained correctly. Contract negotiation and management of all event expenditure with suppliers is key.
- Ensuring that events are communicated both internally and externally by using a variety of channels such as the website, the intranet and our internal event calendar.
- Ensuring all events and sponsorship related collateral is consistent and in line with the firm's brand guidelines and maintaining quality control of print process.
- Staying ahead of new venue openings, technologies and entertainment ideas, positioning yourself as an event expert to stakeholders in the firm.
- Sourcing, negotiating and managing suppliers.
- Analysing trends and patterns in event statistics to ensure the most effective strategies are followed.
- Ensuring events are planned and delivered to a consistent, high standard across all business functions.

The opportunity for you

Knowledge, skills & experience

The individual will need to be self-motivated, personable and tenacious. He/she will need to establish an effective working relationship with the Events team, Business Development team, partners and other business functions. The individual will need:

- Solid Business Development/Events experience, in particular to the tasks set out above.
- A proven track record of delivering events within a corporate environment, preferably some within professional services or the legal sector.
- Experience in managing events within the UK and Europe.
- A good understanding of the technology used for events and confident in learning new software.
- Experience of using alternative channels to enable us to effectively reach a target audience and awareness of conference and seminar techniques that enable greater engagement and impact.
- Excellent communication skills, both verbal and written.
- Excellent organisational and time management skills, with the ability to prioritise competing deadlines.
- To have an eye for detail.
- To have a proactive work ethic, working well and effectively under pressure.
- To be a team player within a respected, cohesive and talented team.
- Managing the balance between demonstrating positivity and support for key internal sponsors, while clearly managing expectations.
- To be flexible and accommodating. As is typical in a corporate events role, this is not always a 9-5 role and there are some particularly busy times of the year. The candidate must be willing to work outside of their core hours assisting with early mornings or late evenings to deliver the firm's events.
- Computer literacy, including Word, Excel and Microsoft Office suite of applications. Experience using a CRM system and/or webinar platform is desirable.
- Above all to be Professional, creative 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.

1200+ lawyers | **300+** partners | **28** 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.

Employee development and career progression

We recognise that our business services professionals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our business services people in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

About us

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
- Counselling sessions

Lifestyle benefits

- Cloud Nine – our subsidised restaurant and coffee bar (London only)
- Enhanced family leave – after one year qualifying service, you are entitled to up to 26 weeks leave full pay if you or your partner give birth or adopt a child
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Mortgage surpluses
- Interest free season ticket loan
- Salary sacrifice electric car scheme (UK staff only)

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](#)

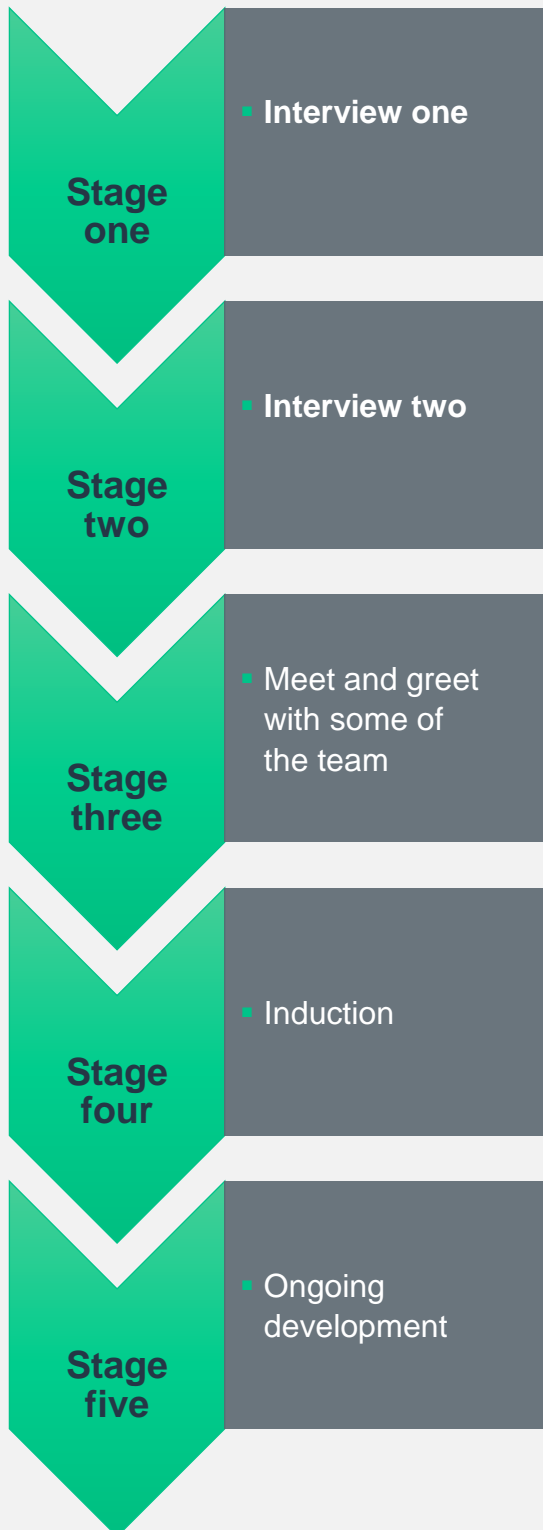
Responsible Business Networks

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



Rob Fowler
Head of Talent Acquisition
+44 20 7300 4841
r.fowler@taylorwessing.com



Hannah Jackson
Senior Recruitment Manager
+44 203 077 7262
h.jackson@taylorwessing.com



Sara Gordon
Senior Talent Acquisition Manager
+44 1513355139
s.gordon@taylorwessing.com



Kendell Woods
Recruitment Advisor
+44 151 335 5192
k.woods@taylorwessing.com



Lottie Williams
Recruitment & Onboarding Advisor
+44 151 335 5191
ch.williams@taylorwessing.com



Daniel Cheasley
Senior Recruitment Advisor
+44 20 7300 4965
d.cheasley@taylorwessing.com

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

2000+ people
 1200+ lawyers
 300+ partners
 28 offices
 17 jurisdictions

Argentina*	Buenos Aires	Mexico*	Mexico City
Austria	Klagenfurt Vienna	Netherlands	Amsterdam Eindhoven
Belgium	Brussels	Nicaragua*	Managua
Brazil*	Belo Horizonte Brasilia Rio de Janeiro São Paulo	Panama*	Panama City
Chile*	Santiago de Chile	Poland	Warsaw
China	Beijing Hong Kong Shanghai	Portugal*	Braga Lisbon Porto
Colombia*	Bogotá Bogotá, main office	Puerto Rico*	San Juan
Costa Rica*	Guanacaste San José	Republic of Ireland	Dublin
Czech Republic	Brno Prague	Slovakia	Bratislava
Dominican Republic*	Santo Domingo	South Korea**	Seoul
Ecuador*	Cuenca Guayaquil Manta Quito	Spain*	Barcelona Canary Islands Madrid Pamplona Seville Valencia Vitoria Zaragoza
El Salvador*	San Salvador	UAE	Dubai
France	Paris	Ukraine	Kyiv
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich	United Kingdom	Cambridge Liverpool London
Guatemala*	Guatemala	Uruguay*	Montevideo
Honduras*	San Pedro Sula Tegucigalpa	USA	New York San Francisco
Hungary	Budapest		

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www.taylorwessing.com

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