

JOB DESCRIPTION AND PERSON SPECIFICATION:

Marketing & Events Co-Ordinator (Temporary Contract, until 31st December 2026)

Closing date:	Friday 4 th September 2026 at 12.00pm (noon)
Contract:	Full time (37.5 hours per week), fixed term (until 31 Dec 2026)
Salary:	£28,860 pro rata (London Living Wage)
Interview Date:	Wednesday 9 th September [<i>In person - please keep free</i>]
Location:	London
Start Date:	ASAP and depending on notice period

The Role: Marketing & Events Co-Ordinator (Temporary)

This is a critical role within the Marketing Team, responsible for delivering and managing a large portfolio of in-house, external and virtual corporate events in the UK and internationally. This is an excellent opportunity for someone who has managed events and is keen to progress within their role, take on more responsibility and learn about the wider marketing function. Each day is different, but always busy, challenging and interesting.

This is a fixed term contract role; because of a phased strategic growth plan, there may be an opportunity for this role to become permanent.

Key Responsibilities:

- Delivery and management of a large portfolio of in-house, external and virtual corporate events in the UK and internationally.
- Management of all event-related digital content.
- Event administration, including merchandise, stakeholder calendars, events mailbox and database.
- Management and tracking of events, reporting on metrics and ROI.

Events Delivery:

- Deliver the activities related to the planning of events including managing events calendar, updating website, creating mailing lists, drafting invitations and follow-up mailers, promotion on digital platforms.
- Manage the delivery of events including briefing venues, catering and AV requirements, including liaising with in-house teams and all suppliers. Negotiate packages with all external suppliers.
- Maintain an accurate and up-to-date marketing and client database and undertake research for ensuring best event reach.

- On the day event management for key events, ensuring set up, managing team / suppliers, troubleshooting and pitching in where necessary.
- Generating and distributing attendee reports, database entry and providing detailed post event follow up reports.

Webinars Delivery

- Set up webinars, brief speakers and share links.
- Book rooms and manage AV as required.
- Follow up with speakers and relevant teams on attendance, engagement and reporting.

Other Responsibilities

- Hands-on with setting up venues, meeting and greeting guests as well as the general running and closing of events (including morning and evening events).
- Negotiate, manage and administer key Memberships for barristers and practice teams.
- Manage the 39 Essex merchandise – ideas, costing, ordering, and inventory.
- Assist the team with the management of digital content including the website, email marketing, social media posts, and digital marketing campaigns.
- Update, edit and proof-read content, liaise with relevant stakeholders as appropriate.
- Support and drive key campaigns, working with the marketing and practice teams by suggesting ideas, putting together proposals and costings, and being responsible for delivery.

General Support:

- Report any errors, problems or mistakes which may give cause for concern or complaint by, or on behalf of, any barrister or client.
- Contribute to, and help build, a strong Chambers team with good relationships and high levels of communication.
- Play an active role in team and staff meetings.
- Such other tasks as may reasonably be required from time to time.

Key relationships:

- Head of Marketing.
- Marketing Team Members.

About us: 39 Essex Chambers

We are a leading barristers' chambers with offices in London, Singapore, Dubai and Kuala Lumpur. We are made up of almost 200 barristers (including 62 King's Counsel), along with a staff team of 53.

We work in a wide range of sectors and practice areas of law, specialising in Civil Liability, Planning, Environment and Property, Public Law and Commercial and Construction Law,

throughout the UK and internationally. Many of our cases are high profile - you may have seen or read about them in the media.

Our values

- Excellence** - We aim for nothing less than excellence in the service that we offer our clients. We promote and support the success of every individual, no matter what their role.
- Inclusivity** - We are friendly, welcoming and open in our communication. We celebrate difference and expect everyone to have a voice and to be heard.
- Innovation** - We encourage creativity and new ideas. We welcome change and are not afraid to do things differently.

Our culture is open, friendly, supportive and caring. Our staff have the opportunity to develop and grow on their own path. We foster and support ongoing learning and development, with many of our staff studying alongside working with us.

We trust our staff team with responsibility and are open to everyone's ideas about their own futures and how to take the business forward.

While we work hard, we believe in a healthy work / life balance, and we try hard to make sure that work is enjoyable and rewarding. We want to understand the needs of everyone on our team so that they feel well supported.

We have recently been awarded the *Investors in People Silver Awards* accreditation. This globally recognised accreditation acknowledges the quality of our leadership and how well our people are supported and managed in the workplace.

Equality, Diversity and Inclusion

39 Essex Chambers is an Equal Opportunities Employer. Our culture is open and supportive, and we are committed to equality, diversity and inclusion. We encourage and welcome applications from people of the global majority, those with disabilities, members of the LGBTQIA+ community, women and candidates from groups which are under-represented in the legal sector.

The Candidate (Person Specification)

We are looking for a candidate who has the following attributes:

- Excellent verbal and written communication skills to confidently work with all levels, including senior management, barristers, junior staff and peers.
- Strong influencing skills to secure buy-in of stakeholders, internal teams and manage external suppliers as well as agencies.
- Exceptional organisational skills, attention to detail and the ability to multi-task, meet conflicting deadlines and perform well under pressure.
- Strong project management skills and the confidence to communicate key actions as well as deadlines promptly. Being able to roll up your sleeves to make it happen.

- Experience within a marketing function with marketing events responsibility, either in house or agency/events venue, delivering events of different sizes and formats (feedback analysis and ROI desirable).

The above may be demonstrated through extra-curricular activities or voluntary work as well as formal employment.

What we can offer you:

- An annual salary of c.£28,860 pro rata (full time (37.5 hours per week) until 31st December 2026 on a temporary contract).
- 23 days' holiday pro rata, plus bank holidays. You will also have access to our employee assistance programme, 1 day religious holiday, and 1 day annual slow travel leave.
- Chambers offers a group pension scheme paying 6% of salary into an individual's pension scheme where the employee contributes at least 3% of their salary. This will be available to you once you have completed 3 months with the business.
- A modern and spacious office space with showers, bike storage and games room.
- Our office is well situated. We are close to tube and overground stations, as well as Lincoln's Inn Fields (the largest public square in London).

Our London office is open Monday to Friday from 8:00am to 6:30pm. Although most of our team work a mix of in-office and home working, we are predominantly office based. We aim to be as flexible as we can, taking into account the role and the needs of the business.

This role is office-based but there is the opportunity for some home working, maximum one day per week.

Please note that there will be occasions when there is a need to work outside normal working hours (e.g. breakfast seminars and evening reception events), and to also travel within the UK (overnight or extended day).

How to Apply

Please send a CV, along with the Equality & Diversity monitoring form, to recruitment@39essex.com. Please ensure that you put '**Marketing & Events Co-Ordinator (Temporary)**' in the email subject heading.

If you have any questions about the role please or the application process, please contact recruitment@39essex.com.

Please see our [website](#) for general information about our recruitment, including more information about who we are.

We will make reasonable adjustments to enable disabled candidates to demonstrate their suitability for the position. Please contact us at recruitment@39essex.com.

The closing date for applications is Friday 4th September at 12 noon. Applications received after this time will not be considered.

Please note:

- We may not be able to respond to every candidate individually. You will, however, receive an automatic reply to your email acknowledging receipt of your application.
- We will only consider applications from individuals who are eligible to work in the United Kingdom.

What our staff say

"The staff team really make 39, I have never worked in a Chambers quite like it. I really enjoy work and I have made great friends. I would also like to say how friendly and accommodating the senior staff are – they are very approachable and supportive."

"I have been very happy at 39. It is a unique chambers – everyone is so nice, there is always someone to speak to, and it's great socially. There is no other set like it and it's really nice to work here."

"I have never joined an organisation where so many people have welcomed me so warmly and made me feel at home, both at the Christmas Party and today. It was lovely to be thanked for attending the party."

"A very unique aspect of Chambers is the support for career development. Chambers cares about this and is very accommodating. It's something I've really appreciated. It also has a lovely culture that I've really enjoyed".

"I have loved working here and the clerks' room is the best clerks' room I have worked in both in terms of the calibre of the staff and just how nice everyone is. It really is a wonderful place to work."

#shinewith39

