

Internet/Social Media

- Review the individual team’s pages on Pretty’s website and liaise with members of each team to ensure that all details, articles and materials are up-to-date and updated where instructed to do so.
- Liaise with colleagues to ensure that entries on social media (eg Twitter, Facebook, LinkedIn) are up-to-date and update when instructed to do so.

Client Seminars/Events

- Liaise with venues regarding availability and provide costing information to the Head of Department.
- Book venues/catering/equipment/speakers.
- Prepare and send invitations to the specific team’s mailing lists on Mailchimp/SOS;
- Collate replies and keep team’s updated on attendees.
- Assist with the production of presentations using Powerpoint and other suitable software packages.
- Manage the final event preparations (confirming to attendees places booked, preparing name badges, liaising with the venues, preparing packs for attendees);
- Attend events where necessary.
- Organise team post-event meetings and provide support with follow-up activities.

General

- Assist team’s with research and collate information for tenders and submissions for Legal 500 and Chambers, etc;
- General administrative duties that contribute to the day to day running of the Team.

The post holder may be required to undertake other duties, which are broadly in line with the above responsibilities.

Acknowledged and agreed:-

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