



**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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