



**British Institute of
International and
Comparative Law**

Events and Marketing Assistant
Job description and person specification

Events and Marketing Assistant

Salary: £ 24,000 - £25,000 per annum (depending on experience)
Location: London office/Hybrid
Term: 12 months (with possibility for an extension)
Hours: Full time

About the Institute

The British Institute of International and Comparative Law (BIICL) is the foremost independent research and discussion body in the United Kingdom in its field, and one of the leading such bodies in the world. The Institute was created over 60 years ago as an independent research body and charity committed to the understanding, development and practical application of international and comparative law, and the rule of law. Through its high quality legal research, its diverse range of events, seminars and conferences and its world-renowned publications, BIICL is at the forefront of research and discussions on contemporary issues of international and comparative law. Included within BIICL The Bingham Centre for the Rule of Law is a specialist centre dedicated to rule of law issues.

Job Description

The British Institute of International and Comparative Law is seeking to appoint a full-time Events and Marketing Assistant to provide support for a range of events and marketing-related activities. The post is for a fixed term of 12 months with the possibility of an extension. The post would be particularly suited to a recent events management or marketing graduate looking to develop a career in events management or in marketing for a charity or educational organisation.

The Role

The person appointed will report to the Marketing Director and work as part of a small team of staff responsible for events and marketing. The person will be involved in all aspects of the marketing team's work including:

- Production and editing of printed and digital materials for events and other marketing activity
- Updating and maintaining the Marketing and Events team documentation and databases;
- Liaising with a range of stakeholders including members, event attendees, suppliers and partner organisations.
- Creation of content and posting on the BIICL social media channels.
- Online research for targeting of BIICL events and courses
- Dealing with event enquiries on a day to day basis



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- Maintenance of the BIICL website with creation and updating of content within the BIICL and Bingham Centre sites
- Production of invitations and processing of replies
- Setup and support for the running of online and hybrid events for the Institute
- Ad hoc administrative support on Events and Marketing related tasks

Person Specification

It is expected that the successful applicant will demonstrate and provide evidence of the following:

- A degree or equivalent experience in event co-ordination or marketing;
- Effective project management skills and good attention to detail;
- Strong administrative and organisational skills;
- A personable, presentable and articulate team member with the ability and willingness to work collaboratively and collegially with colleagues;
- Strong copywriting skills and the ability to communicate complex ideas clearly and succinctly;
- Highly proficient user of MS 365 and office programmes, social media platforms and Zoom / other video conferencing software;
- Knowledge of photo and/ or video editing;
- Experience of Mailchimp, Sogosurvey Adobe InDesign or Adobe PhotoShop would be a benefit.

The post will be paid £24,000 - £25,000 per annum. It is hoped that the person appointed will commence as soon as possible.

Application Process

The **application deadline** is **Sunday, April 21st 2024 at 23.59 BST**. Applicants should send the following by email to jobs@biicl.org:

- A full curriculum vitae'
- A covering letter setting out their reasons for applying and how they meet the criteria for this post'
- A completed BIICL application cover form available [here](#).
- The BIICL Equality Monitoring Form (optional). Available [here](#).

Please ensure that you put the full title of the role you are applying for in the email subject line.

Informal enquiries may be addressed to the **Carmel Brown**, BIICL Marketing Director (c.brown@biicl.org).



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Applicants are encouraged to learn more about BIICL, its members of staff and activities at <http://www.biicl.org>.

It is expected that **initial interviews will take place on a rolling basis via Zoom**.

We regret that we are unable to acknowledge receipt of applications personally, as we are a charitable organization with limited funds. If you do not hear from us regarding interviews within four weeks of the closing date, your application has been unsuccessful.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

BIICL is an equal opportunities employer and encourages applications from communities and groups under-represented in the legal community.