

Marketing and Events Assistant Advert July 2025

Role: Marketing and Events Assistant

Start date: to be confirmed

Starting Salary: £29,666

Location: Gray's Inn, Central London

Reporting to: Head of Marketing

Overview

Gatehouse Chambers is offering an exciting opportunity to join its **award-nominated Marketing Team**, currently shortlisted for *Marketing Team of the Year* at The Legal 500 Awards 2025.

This **entry-level role** is perfect for an ambitious marketing graduate eager to dive into a fast-paced, professional services environment. You will gain exposure to the full marketing mix, including website and database management, social media, proof reading and drafting copy, and extensive client event experience. You will get the chance of working in busy teams in an often-demanding professional services environment.

About us

Gatehouse Chambers is a modern set of barristers' chambers, working predominantly in the areas of commercial, construction, insurance and property law. There are over 90 barristers supported by 30 members of staff. Gatehouse Chambers' offices are in Gray's Inn (one of the four Inns of Court) in Central London. More information can be found at www.gatehouselaw.co.uk.

Hours

This is a full-time, office-based role (Monday to Friday, 9am–6pm), with the option to work from home one day a week after your probation period. Some evening work will be required for events, so we're looking for a proactive team player with a can-do attitude and a passion for delivering exceptional experiences.

Responsibilities

- Database management.
- Proof reading and drafting copy for articles, website posts and social media.
- Assist with online events, seminars and training, including invitation/sign-up, response management, recording, post event follow-up and analytics.

- Organising and attending in-person client seminars, parties and other events, including front of house and client welcome.
- Support for specialist recruitment fairs and industry events.
- Assist with CSR, green team and related projects.
- Source and produce marketing collateral for events.
- Research venues for marketing events.
- Presenting to the team from time to time.

Desirable experience

- Familiarity/experience with Adobe, including InDesign, Illustrator, and Premiere Pro packages.
- Experience with digital analytics.
- Experience with event management and organisation.
- Familiarity with contact database management.
- Familiarity with SEO best practice.

Personal attributes

- Attention to detail.
- Strong communication skills both in person and in writing.
- Positive and flexible attitude and a willingness to be part of a team.
- Personable, presentable and courteous.
- Team player.

How to apply

We work in a supportive and friendly environment and provide training.

Benefits: 22 days' holiday + statutory bank holidays. Interest free travel loan (after successful completion of probation), Bike to Work Scheme, Electric Car Scheme and 5% pension contribution after 3 months.

For more information go to www.gatehouselaw.co.uk or click here to access the Marketing and Events Assistant information pack. To apply, please [click on this link](#)

For any queries, please speak to Aphrodite Maratheftis on 020 7242 2523.

CVs will not be considered.

We require a minimum of five 4-9 (previously A-C) grade GCSEs or equivalent. Applications from graduates encouraged, but not essential.

Applications can be submitted until 11.59pm on Sunday 10th August 2025

Interviews will take place throughout August. The successful candidate would be appointed to start in September 2025.



Gatehouse Chambers is an equal opportunities employer, and we particularly encourage applications from people who are underrepresented in the legal profession <https://gatehouselaw.co.uk/equality-diversity-inclusion/> Candidates including persons with 'invisible' disabilities will be offered reasonable adjustment and we welcome application from neurodiverse and disabled candidates.

Testimonial from previous employee

We recently hosted a placement student for their one-year industry placement alongside their studies in this role. Their testimonial can be found below.

"My placement at Gatehouse Chambers has been a rewarding experience that's given me a real understanding of what it's like to work in legal marketing and events. I've been involved in a wide range of tasks, from organising events and liaising with clients to supporting content production for the website and social media.

A large part of the role involved the planning and delivery of events. This has included designing promotional materials, handling event admin, liaising with venues, and making sure everything runs smoothly on the day. I've helped deliver seminars, conferences and networking events, each requiring a different kind of preparation. The small size of the marketing team at Gatehouse has meant I've received regular support and feedback. I was able to get up to speed quickly, ask questions when needed, and contribute from early on. The wider team has also been welcoming and approachable, which made it easier to adapt to the pace and expectations of a professional environment.

A highlight of the placement was helping to deliver our first seminar and Openhouse in Manchester. Since it was our first time hosting events there, we had to think carefully about how to approach the venue search and logistics. I contributed to venue research and supported the coordination of both events to make sure they ran back to back without issues. It was challenging but ended up being one of the most successful and satisfying parts of the year. This experience is one of many that make this placement highly valuable through the learning opportunities it offers."

- Kai Hughes, Marketing and Events Assistant

Marketing and Events Assistant Job description **July 2025**

Job title: Marketing and Events Manager
Reporting to: Head of Marketing

Events

- Work with barristers and the Senior Management Team to develop and run a programme of internal and external events, both in-person and online.
- Manage both domestic and international events.
- Design, produce and publish invitations.
- Create invitation lists using the LEX CRM database.
- Update and maintain key client lists.
- Ensure room layout is as agreed and set up with the laptop and sound equipment if required.
- Attend Gatehouse events from start to finish, in the AM and PM.
- Liaise with external organisations, alongside the Head of Marketing, to set up training sessions for barristers.
- Organise CSR charitable giving events.
- Support specialist recruitment fairs and industry events.
- Attend specialist exhibitions when required.

PR

- Work with the Head of Marketing to identify PR opportunities for barristers.
- Work to boost the profile of both members and staff.
- Identify award opportunities and draft award submissions.
- Manage chambers' press lists and rotas (internal and external publications).
- Proofread and draft copy for website posts and social media.
- Work with barristers to create regular client newsletters.

Digital

- Edit and upload information regularly onto our website to keep it up-to-date (e.g. articles and event listings).
- Maintain our website and correct any page errors and dead links etc.
- Routinely check landing pages and suggest improvements.
- Create and edit podcasts and video content.
- Manage webinars as part of the wider seminar programme.
- Create social media posts and monitor channels on a daily basis.

Miscellaneous

- Manage the diary for booking events, seminar rehearsals, reminders and meetings.
- Draft a bi-weekly mailshot of events to send to members.
- Provide ad-hoc draft analysis and management reports for the Head of Marketing.
- Research business opportunities and keep up to date with industry news.
- Check stock of our collateral and promotional material, liaising with designers and printers.
- Assist in managing the work, performance and appraisal of the Marketing and Events Assistant (placement student).
- Order business cards for members and staff.
- Provide assistance to the Chief Executive when required.
- Assist with CSR, green team and related projects.



Staff Team Mission Statement

At Gatehouse Chambers the staff team are all committed to:

1. Identifying and meeting our clients' needs (whether they are internal or external clients) and providing standards of excellence in the service provided to all those with whom we come into contact.
2. Enabling members to realise their practice aspirations – the type and mix of work/clients, income, appointments, balance of professional and private life. Achieved by:
 - Relationship building
 - Spotting and pursuing opportunities for individual members and groups of members
 - Active handling and pro-active management of members' diaries
 - Ensuring all practice management staff understand members' aspirations and are able to put them into effect
 - Delivering excellent client care to members' clients
 - Profile-raising and identifying marketing opportunities
3. Ensuring that each member receives excellent leadership and professional support and advice in organising their professional life.
4. Sharing a commitment to learning and developing ourselves and one another.
5. Working together collaboratively with members and with each other to achieve Gatehouse Chambers' goals; understanding and respect for each other.
6. Working hard and having fun!

GATEHOUSE CHAMBERS CHARTER

INCLUSIVE CULTURE AND PRACTICE

Our organisation

- Recognises the role all organisations can play in challenging inequalities, and the delivery of anti-discriminatory practices for the benefit of all and in particular under-represented or disadvantaged groups and individuals.
- Commits to ensuring an inclusive, welcoming and safe place for all regardless of any individual's characteristics, identity, background and/or range of experiences including but not limited to race, gender, gender identity, sex, sexual orientation, pregnancy and maternity, age, neurodiversity, disability, religion or belief, marriage and civil partnership, socio-economic and/or educational background (whether protected under the Equality Act 2010 or not) ("all Characteristics").
- Commits to taking a lead in influencing positive change within our organisation, in our profession and more widely. In doing so, acknowledges its role as a part of the administration of justice and the provision of legal services to the public.
- Recognises the need, as proactive allies, to create and maintain an accepting environment welcoming colleagues and clients regardless of their Characteristics.
- Ensures our recruitment, selection and promotional criteria, policies and materials are designed to be explicitly inclusive and encouraging to those from under-represented and/or disadvantaged groups and to reduce the risk of bias (conscious or unconscious).
- Promotes diversity of leadership and representation throughout our organisation.
- Acknowledges the ongoing under-representation of various groups in the Bar community at all levels and the need to address recruitment, retention and progression.

Our organisation pledges to promote inclusion and positive change by:

1. Having one named member of our senior leadership team/ management committee who is accountable for each of (i) sex and gender diversity and inclusion, (ii) race and religious equality and inclusion and (iii) ensuring the freedom, dignity and



inclusion of people who are neurodiverse and/or with disabilities within and dealing with our organisation.

2. Auditing and/or considering (on an annual basis) the differential outcomes for different groups at all levels of the organisation to identify barriers to equality based on any Characteristics.
3. Developing, regularly reviewing and maintaining an inclusion and equality action plan to achieve equality and address identified barriers (including but not limited to specific objectives to address barriers related to sex and gender, race and religion, and neurodiversity or disability) and socio-economic and/or educational backgrounds at all levels of our organisation.
4. Setting and including within the inclusion and equality action plan targets for diversity in senior roles, recruitment, progression and/or remuneration.
5. Reviewing our performance against the action plan and any targets, producing a report on our progress and revising the action plan in light of any progress or lack of progress annually.
6. Committing at a senior level to tackling any features of our workplace culture that are or may be barriers to the fulfilment of this pledge. Recognising that, whilst we all come from different backgrounds with our own personal histories and have differing views, we commit to being respectful, considerate and compassionate at all times, open to being challenged and inviting constructive criticism particularly from those who are under-represented or disadvantaged.
7. Committing at a senior level to address any language or conduct within the workplace which might be regarded as subjecting a person with any Characteristic to discrimination, bullying or harassment within our organisation.
8. Asking every member of this organisation to hold themselves and each other accountable for living up to these statements and pledges.
9. Encouraging everyone in the organisation to take time to educate themselves about the experience of and barriers faced by others so that we may be better allies to each other.
10. Making public our pledge and publishing our targets, action plan and annual report on progress.
11. Making training, designed to achieve and embed a comprehensive inclusive culture and practices, available to everyone in the organisation and encouraging everyone to undertake such training.