

Title: Business Development Executive (Private Wealth And FFR)

Department: Business Development & Marketing

Reporting to: Business Development Manager

fladgate
unlimited
partnership

ROLE SPECIFICATION

The BD and Marketing department

We're on the lookout for an exceptional individual to join our Business Development and Marketing team. Our team is characterised by its entrepreneurial spirit and agility, and we're seeking colleagues who are equally ambitious, smart, and curious. The latest role we're offering provides plenty of room for growth and creativity within a successful and rapidly expanding firm. If you're a high-energy individual looking for an opportunity to thrive, we encourage you to apply and join us on our journey.

As a Business Development Executive in the BD and marketing department, your role is to provide day-to-day support to the Business Development Managers in the Private Wealth and the Funds, Finance and Regulatory (FFR) teams especially in the area of pitching, credentials development, and supporting marketing campaigns. It is also to assist, through the maintenance and development of systems and processes, in the delivery of key projects to support the departments' strategic ambitions and growth.

This is a new role as we have recently created Business Development Manager roles to specifically support these two important and growing practice areas. The successful candidate will work with both, which will give them broad experience of two interesting and continually developing areas of the firm's business.

Role/Responsibilities

Primarily:

- Supporting and reporting into the BD Managers in Private Wealth and FFR to deliver BD activity for the teams;

In addition:

- To assist in reviewing and updating key BD collateral including expertise documents;
- To be familiar and comfortable with using the firm's CRM system, InterAction, to find and input data to support marketing and BD initiatives and events;
- Assist on the drafting and production of pitch responses, tailored expertise documents and client presentations;
- Assist on drafting media and communications materials including matter announcements and case studies;
- Support the BD Managers to execute agreed marketing plans and relevant campaigns to best practice. Provide analytics to help identify and track leads generated throughout the campaign;
- Use analytics to monitor performance of activity and report appropriately ensuring maximum ROI is achieved;
- Support and help execute internal and external events including using Vuture to create and send invites, liaising with third parties etc.;
- Prepare internal and external source research and necessary supporting material including marketing assets;
- Supporting on directory submissions;

PERSON SPECIFICATION

Our ideal candidate will possess most of the following attributes:

- Excellent communication and drafting, writing and editing skills. Attention to detail is a must;
- Professional, personable and mature attitude, with the ability to work appropriately with people at all levels of an organisation;
- Effective relationship builder – is able to interact with individuals at all levels across the business;
- Shows initiative;
- Able to deal calmly with multiple priorities and urgent situations as they arise;
- Ability to work autonomously and to a deadline, every time;
- Comfortable with technology, particularly online and social media environments;
- Commerically aware, sensitive to the concerns and needs of internal and external clients;

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About Us



BENEFITS

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office-based and home working which is a discretionary benefit depending on the role and responsibilities.

ON JOINING

- Life assurance scheme – 5x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme – buy up to five days extra holiday per annum
- Staff introduction bonus – £1,000 - 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service – 24/7 video GP consultations

AFTER 2
MONTHS

- Group personal pension plan of 4% - 5% employer contributions
- Matching employee contributions of 4% - 5% (automatically enrolled)
- Processed via salary sacrifice 50% of employer NI savings added to contribution

AFTER 3
MONTHS

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

AFTER 6
MONTHS

- Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.



Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies* cover:

Maternity – We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility*. If eligible, EMP provides 100% of your salary in weeks 1-16 and 50% of your salary in weeks 17-28. Weeks 29-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least six months from the date of your return to work before providing notice of resignation*.

Paternity – We offer enhanced paternity pay (EPP) as full basic pay for up to three weeks*.

Shared Parental Leave – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child*.

Adoption and Surrogacy*

Ordinary Parental Leave – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children*.

* Full details can be found in our staff handbook, which will be provided upon offer of employment.





Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

Developing a diverse leadership – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 30% female representation by 2025.

Attracting a diverse workforce – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.



“As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”

Helen Curtis-Goulding
I&D Partner Lead

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I&D at Fladgate

WELLBEING

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



- Bupa private medical insurance (optional benefit to join after six months' service)
- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app



PHYSICAL HEALTH

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



MENTAL HEALTH

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



FINANCIAL HEALTH

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law



SOCIAL & CSR