

## Job Opportunity

Title: Business Development Executive (Real Estate)

Department: Business Development and Marketing

Reporting to: Senior Business Development Manager

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.


## Role Specification

This is a great opportunity to join our high performing and welcoming BD & Marketing team. Our team of 17 is headed up by our Chief Marketing Officer. The BD team of 11 is led by our Head of BD, and we also have a central marketing team of three, as well as a Client Service Director and a team assistant.

The firm has invested significantly in growing the BD & Marketing team in recent years, and it has more than doubled in size. Each department in the firm has a manager and executive level BD contact who are genuinely embedded in that practice group.

As an entrepreneurial mid-market firm, we have a level of freedom around how we invest in and develop our team, which isn't the case everywhere. We have many examples within the team of people who have been promoted internally or have moved to another part of the BD & Marketing team to further their career development.

Fladgate's heritage is in real estate. So that department is one of the most well known at the firm. With over 25 partners and a Head of Department that truly values the input the BD team provides, it is a busy practice area that requires enthusiastic, organised and creative BD support.



Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.

Nicola Thomas, Head of Talent Acquisition

## Key Responsibilities

As a BD Executive, your role would be to provide day-to-day support to the Senior BD Manager in the Real Estate team especially in the areas of pitching, events management, content production, credentials development, and the creation and implementation of marketing and BD campaigns. It is also to assist, through the maintenance and development of systems and processes, in the delivery of key projects to support the department's strategic ambitions and growth.

- Supporting and reporting into the Senior BD Manager in Real Estate to deliver BD activity for the teams.
- Reviewing and updating key BD collateral including expertise documents.
- Using the firm's CRM system, InterAction, to find, input and amend data to support marketing and BD initiatives.
- Using the firm's email marketing system, Vuture, to compose and send marketing communications including event invitations and newsletters.
- Assisting in the coordination and drafting of pitch responses, tailored expertise documents and client presentations.
- Assisting on drafting external communications including matter announcements, press releases and case studies.
- Supporting the Senior BD Manager to execute agreed BD plans and relevant campaigns.
- Providing analytics to measure the success of marketing and BD activities and report appropriately, to ensure maximum ROI is achieved.
- Supporting in the execution and management of internal and external events, ranging from intimate client entertainment through to large set piece conferences.
- Undertaking research including for example around particular clients, targets and sectors.
- Supporting in the collation and project management of directory and award submissions.
- Supporting on various other administrative tasks, in the context of BD and marketing.

## Person Specification

- 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.
- Shows initiative and the ability to suggest solutions to problems with limited guidance.
- Able to deal calmly with multiple priorities and urgent situations as they arise.
- Able to work autonomously and to a deadline.
- Comfortable with technology, particularly online and social media environments.
- Experience of our CRM system (Interaction) and email management system (Vuture).
- Commercially aware, sensitive to the concerns and needs of internal stakeholders and external clients and intermediaries.
- Energetic and creative, with a positive attitude.

You will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



## Benefits



## 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	<ul style="list-style-type: none"> <li>• Life assurance scheme – 5x annual salary (non-contributory)</li> <li>• Annual holiday entitlement – 26 days per calendar year (full time)</li> <li>• Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees)</li> <li>• Recruitment (staff introduction) bonus – £1,000 - 5,000</li> <li>• Personal training/yoga – free weekly sessions</li> <li>• Free online GP service – 24/7 video GP consultations</li> <li>• Yoga and physical training sessions</li> <li>• Hybrid working allowance</li> <li>• Everyday lifestyle savings via Vivup</li> <li>• IHG hotels discounts</li> </ul>
After 2 months	<ul style="list-style-type: none"> <li>• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled)</li> <li>• Processed via salary sacrifice 50% of employer NI savings added to contribution</li> </ul>
After 3 months	<ul style="list-style-type: none"> <li>• Group income protection</li> <li>• Season ticket interest free loan</li> <li>• Private Dental Plan – payable through monthly payroll</li> <li>• Gymflex scheme</li> <li>• Eye test vouchers – every two years</li> <li>• Cycle to Work scheme</li> </ul>
After 6 months	<ul style="list-style-type: none"> <li>• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid</li> <li>• Marriage/Civil Partnership gift</li> <li>• Private Medical Insurance Scheme</li> </ul>

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.

## Family Friendly Policies

### 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 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

**Paternity** – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



#### Shared Parental Leave (SPL) – SPL

allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



#### Adoption and Surrogacy

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



**Ordinary Parental Leave** – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

\*further details of our family friendly policies can be found in the Staff Handbook

## Inclusion & Diversity

### 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.

[I&D at Fladgate](#) →

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



## 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.



### Physical Health

- 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
- Bupa private medical insurance (optional benefit to join after six months' service)



### Financial 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



### Mental 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



### Social & CSR

- 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

Fladgate LLP  
16 Great Queen Street  
T: +44 (0)20 3036 7600  
E: [fladgate@fladgate.com](mailto:fladgate@fladgate.com)