

ThoughtLeaders4 is a full-service legal events and content provider with decades combined experience. Leveraging our expertise and strong relationships with key experts across the globe we create focused communities, content and events that deliver critical knowledge transfer and new business opportunities.

Our aim is to create a community for members to share their thoughts, meet new contacts and to reconnect with existing friends.

The Role

The role of the Strategic Partnerships team is to plan, negotiate, and build a long-lasting relationship with key accounts, key partners, and potential partners. The team cultivate these partnerships to make sure we have a high renewal rate and to add value to our partners. This unique role within the strategic partnerships team is a dynamic position that works closely with all the departments within ThoughtLeaders4. Alongside managing relationships with our partners, you will assist in all content production at the firm, including producing webinars, quarterly publications, event content and newsletters. Adding to the variety of the role, you will also assist the Senior Manager where required with the production of our TL4 Circle events, along with assisting the Managing Director where required on producing UK and international conferences. This role involves being meticulously organised, as the role covers all five communities using an arsenal of different channels.

Previous experience of client relations, writing content, producing events (virtual or in-person), or marketing is advantageous.

This is an exciting opportunity to join a dynamic, young company delivering market leading events across the globe. We are a close-knit team keen to launch new events, products and initiatives. Aiming to do things a bit differently, we always want to hear any fresh, creative suggestions that will help the company grow. We want you to be a part of that growth so, let's redefine the legal events space together!

Job Role and Responsibilities

- Working within the team to support a cohesive and aligned approach to account management and business development activities.
- Support the development and roll-out of strategies which may impact/benefit existing businesses as well as assist to attract new business
- Implement and execute plans as set out in the team.
- Assist with producing eight monthly newsletters across our communities and series.
- Produce quarterly magazines across the five communities, plus any 'special editions'.
- Assist with the production of webinars across all five communities:
 - Work with our key partners to generate ideas for webinar topics
 - Generate new topic ideas for webinars more generally across the communities and series
 - Design event websites

- Design the email marketing for marketing to promote
- Run and organise preparation calls
- Host and run webinars using Zoom
- Manage all pre and post webinar management
- Assist with producing relevant event content, both pre-conference, on-site, and post-conference
- Assist with the production of our TL4 Circles (exclusive, invite only events for 40 senior practitioners who come together outside of London for 1.5 days of engaging discussion, dinner, drinks reception and more).
- Assist with the production of UK and international conferences at TL4.

Key Skills

- University degree
- Confident to engage both virtually and in-person with high level and senior clients
- Strong interpersonal, verbal and written communication skills
- Strong organisational skills and attention to detail
- Demonstrated ability to work under deadlines
- Team player and highly collaborative with an entrepreneurial attitude
- Knowledge of Canva/Adobe PDF/CRM systems

Personal

- Committed to perform work at highest level, be trained, improve and develop professionally
- Strong organisation skills
- Naturally curious, needs to possess aptitude and capability to learn new things, ready to ask questions and offer solutions
- Values a healthy work-life balance and thrives under pressure and deadlines
- Disciplined to stay on project management objectives within a fast-paced environment with evolving priorities
- Strong ability to multitask in a creative, heavily verbal and note-taking manner
- Takes direction, collaborates and influences others to take the actions needed to progress the project objectives
- Great listener, collaborator and verbal and written messenger
- Acts autonomously on little direction whilst fiercely contributing to a team-based environment

Culture:

- 2 days work from home – providing great flexibility
- Regular team socials
- Fully stocked drinks fridge in the office
- Opportunity to go to London based and international events
- 25 Days Holiday + Bank Holidays (office closed over Christmas)