

JOB DESCRIPTION: MARKETING MANAGER

Full-time permanent position.

Closing date: 28th November, 10am.

Salary: In the region of £65,000 - £85,000 per annum dependant on experience

Positive Action Statement

Matrix strives to be an equal opportunities employer and is committed to diversity amongst its staff and members. We therefore encourage and welcome applications from women, people of minority ethnic origin, people with disabilities and LGBT+ candidates, as well as candidates from other groups which are underrepresented in the legal sector. We will make reasonable adjustments to enable disabled candidates to demonstrate their suitability for the position.

What is Matrix?

Matrix is a barristers' chambers located in Gray's Inn, London and Geneva. We are a group of independent and specialist lawyers and support staff who work in a wide range of areas of law. We work throughout the UK and have extensive experience internationally.

We are an innovative provider of legal services and are proud of our reputation as an organisation. Our actions are guided by our core values, which outline our principles as an organisation and govern how we work. They mean that our lawyers and staff are committed to equality and fairness in all aspects of their work. We operate within a modern environment, where diversity, accessibility and client care are widely championed.

The Role?

We are seeking to recruit an innovative and ambitious Marketing Manager to implement Matrix's marketing strategy. The successful candidate will be a confident marketing professional with experience managing marketing events and projects, and knowledge of branding, digital marketing and business development. This is a fast-paced environment, so organisation and time management skills are essential, as well as an ability to cope well with pressure. Reporting to the CEO, the Marketing Manager will work closely with members, staff and clients.

Interested? What now?

Please complete the application form within this pack and return it to Lindsay Clarke at recruitment@matrixlaw.co.uk. The closing date for applications is 28th November 2025 at 10am.

Guidance to completing our form

Your covering form and CV is the first stage of the recruitment process and it is the only basis on which we make a selection for interview.

When completing the covering form please address each of the core skills listed in the table below. Where possible please provide examples relating to your previous experience. As a guideline, each point should be addressed in approximately 250 words.

Experience/Skill	Essential/Desirable
1. A 2:1 degree or above	Essential
2. Excellent IT skills, including website management, social media expertise, proficient use of design software, CRM systems (experience of LEX desirable) and Office 365.	Essential
3. Outstanding verbal and written communication skills, including copywriting, proofreading and presenting.	Essential
4. Enthusiasm and resolve under pressure, including a proven ability to adapt to think on your feet and big picture thinking.	Essential
5. Excellent organisation, project management skills and experience of events management.	Essential
6. An engaging manner, including patience and diplomacy, in dealings with colleagues, clients and press.	Essential
7. Excellent eye for design.	Essential
8. Maintaining an active social media presence.	Essential
9. A commercial mind set with proven ability to set and manage a budget.	Essential
10. An understanding of and commitment to the values of Matrix. Please choose one Core Value and tell us why you think it is important within your application form.	Essential
11. Ability to manage and support the professional development of a Marketing Assistant or Marketing Executive.	Essential
12. CIM qualification.	Desirable
13. Experience in a legal environment or legal services sector.	Desirable

What you can offer us

Responsibilities

1. Digital Marketing – updating the website regularly, including members’ profiles, news items and articles, and creating digital content. Analysing statistics to ensure user-friendliness and optimal return on investment and working with our web developers to maintain and improve the website. Managing Matrix’s social media accounts and implementing Matrix’s social media policy, by encouraging effective use of LinkedIn, X and BlueSky.

2. Brand Management – strengthen Matrix’s reputation by ensuring consistency across materials produced by staff, members and the marketing team and by developing the brand in line with Matrix’s strategic framework.
3. Event Management – organisation of various events internally and externally, including liaising with other organisations where necessary. Working with Practice Teams to ensure events will give value for money, promoting these events effectively to target audiences, managing events on the day and following up constructively. Producing marketing materials for events and overseeing audio-visual aspects, including PowerPoint presentations, video links and recordings. Occasionally working out of hours to manage events when necessary.
4. Press Handling – taking press calls, preparing press releases and maintaining relationships with journalists, in order to strengthen Matrix’s reputation and mitigate any negative press.
5. Communication – Overseeing internal and external communication in conjunction with the CEO. This may include planning communications.
6. Business Development –Working with the Senior Practice Manager’s to oversee effective use and development of our CRM system and assisting the CEO and Senior Practice Managers with building client relationships as required.
7. Advertising – writing for all new promotional materials and advertisements, including for vacancies, traineeships and events. This may include using design software and liaising with designers, publications and printers.
8. Directories – project managing the submission process to the Legal Directories (Legal 500 and Chambers & Partners), including updating and proof reading member profiles.
9. Reporting – Preparing monthly reports for the Senior Management Team and the Management Committee. Communicating internally to ensure all members and staff are kept up to date with relevant marketing developments.
10. Marketing Strategy - Producing an annual Marketing Plan focused on the implementation of Matrix’s marketing strategy.
11. Budget – working with the CEO and the Head of Finance to establish and maintain the marketing budget, and ensuring all marketing activities are cost-effective.

Participation in the development of Matrix

The post-holder will be expected to play an active role in occasional meetings of the full staff team.

What we can offer you

- Full-time permanent position.
- The position attracts a salary of £65,000 - £85,000 dependant on experience.
- 23 days’ holiday increasing by one day each year to a maximum of 30 days.
- The office is open Monday to Friday from 8am to 6.00pm and we operate a rota to ensure that the office is covered during this time.
- There is a voluntary contributory group pension scheme.
- Matrix operates a causes fund which makes donations to charitable organisations and to which staff are able to contribute.

- An interest free travel loan is available after your probation period.
- Life Assurance
- Contributory Private Health Care Scheme.
- Matrix participates in the Bike to Work scheme.
- Six months' probationary period.
- Three months' notice period.

Development and Progression Opportunities

- The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed

Matrix is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, race nationality or ethnicity, disability, sexual orientation, religion or belief, age or any other factor irrelevant to a person's work. Assessment for recruitment and career progression purposes is based entirely on the individual's ability and suitability for the work. We are committed to providing staff of all ages and backgrounds with opportunities to maximise their skills and achieve their potential.

Matrix is founded on the following Core Values:

(1) Independence

Members and Associates of Matrix are independent practitioners with a professional obligation to promote the interests of their client, whoever that client may be. Matrix is committed to the protection of individuals' rights as well as the interests of corporate clients, public bodies, NGO's and Trade Unions irrespective of the popularity of the client or their cause.

(2) A Commitment to working together to deliver legal services

Teamwork and co-operation are important values. Although Members and Associates of Matrix are individual practitioners, they are committed to working together to deliver legal services including, in particular, through sharing legal knowledge and experience.

(3) Respect for Practice Diversity

The Members, Associates and staff of Matrix are committed to respect the diverse practice aspirations of each Member and Associate. This means that activities such as public service, working with NGOs, lecturing, training, sabbaticals, career breaks, writing, research, and other academic work are positively encouraged. Although Matrix is run as an efficient business organisation, maximising income generation is not the principal goal of Matrix itself.

(4) Public Service Ethos

Matrix has a public service ethos. This includes a commitment to publicly funded work (including for public authorities), public interest litigation and to pro bono work. In public interest cases where funding is not available such work is held in equal esteem with private client work.

(5) Ethical legal practice

Members and Associates of Matrix have a shared commitment to the legal profession's wider responsibilities to society.

(6) Client Care and Quality of Service

Matrix, its Members, Associates and staff are committed to providing a high quality of client care and legal service.

(7) A democratic structure

Subject to efficient delegation of management functions, all members are entitled to an equal say in the running of Matrix and bear an equal responsibility for its effective management. The management structure is designed, and will be operated, so as to promote efficient decision-making while ensuring that Members, Associates and staff are properly involved in, consulted about, and informed of the decisions taken. Unless there are specific reasons why it is inappropriate, staff will be actively involved in the formulation as well as implementation of management policies.

(8) Innovation and experimentation

Matrix is committed to innovation, for example by experimenting with new ways of delivering legal services. Matrix is committed to breaking down the barriers with other providers of legal services.

(9) Efficiency in administration and management

Matrix is committed to being professionally managed, using efficient and effective decision-making and administrative procedures and systems.

(10) Promotion of equality of opportunity

Matrix seeks actively to promote equality of opportunity. It is a long term aspiration that Matrix will be comprised of equal proportions of women and men, and that minorities be properly represented. It is one of the aims of Matrix to help facilitate access to the legal profession and employment by those traditionally excluded.

(11) Closer links between practising and academic lawyers

Academic lawyers have historically been an under used resource at the bar. Matrix is committed to collaboration with academic lawyers, for example by co-writing and involving academic lawyers in teams put together for particular cases.

(12) Continuing education

Matrix is committed to the continuing education of its Members, Associates and staff, for example by regular internal seminars and discussion groups and by supporting staff who wish to undertake relevant training and education.

(13) High Quality Staff and Employment Practices

As well as employing high quality staff Matrix is committed to being a high quality employer, motivating staff to feel part of a team delivering legal services and offering opportunities for career advancement where possible. Matrix will not necessarily recruit from the traditional sources for staff working in barristers' chambers.

(14) Training of new members of the legal profession

Matrix is committed to offering training opportunities to members of the legal profession.

(15) Work life balance

Matrix is committed to enabling all those who work within the practice to achieve a proper balance between their working and home life.

(16) Respect and Courtesy

Matrix is committed to ensuring that all those who work within the practice are treated with equal respect and courtesy at all times.

(17) Environment

Matrix will take all reasonable steps to reduce the negative impacts of its activities on the environment including by minimising its contribution to climate change except where the cost of doing so is wholly disproportionate to the benefit gained.