

Client Development Co-Ordinator

Job Description | July 2026



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

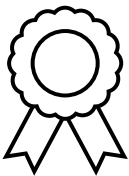
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution to all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Client Development Co-Ordinator

The Team

This role sits within the Client Development, Marketing & Knowledge function of the Firm. The Client Development, Marketing & Knowledge team supports partners in the development of our business, relationship building with existing and potential clients and manages our market profile.

In broad terms, the team:

- Drives the positioning of our brand through client service and thought leadership
- Creates and manages the strategic business plans at a client, partner, sector and practice group level
- Manages the firm's key client relationship and client listening programmes
- Creates and implements the firm's digital strategy
- Provides strategic advice and co-ordination on pitching opportunities and manages the rehearsals process
- Works with our Research and Information Services Team to research and analyse companies, sectors and countries
- Works with key stakeholders and individuals on submissions to the main legal directories/awards and advises fee earners on how best to promote their capabilities
- Manages the production of bulletins and briefings from the conceptual stage through to distribution
- Delivers events that enhance our brand and provide opportunities to build relationships with clients, potential clients and intermediaries.

There is c. 80 employees in the Client Development, Marketing & Knowledge team across London, Guildford, Dubai, Hong Kong, Singapore, Paris and Milan.

The role of the Client Development Co-ordinator is to support the Client Development Programme team and Client data systems team in the maintenance, administration and reporting of comprehensive and accurate data on our clients, intermediaries and alumni, as well as providing more general support to our Client Relationship Management programme.

This is a full-time role, including agile and flexible working.

Tasks and Responsibilities

- Supporting the Firm's programmes to build and track relationships with clients, intermediaries, referrers of work and alumni through:

- Producing regular high-quality analyses of data from Client Relationship Management systems showing contacts and Business Development activities
- Producing regular and accurate analyses of data from financial systems showing quantity and value of new work opportunities
- Drafting and sense-checking regular reports on our Business Development activities and work won with clients and referrers
- Regularly reviewing data quality. Identifying data issues and acting to remedy, working closely with Finance, Client Development and Client Development Programme Management teams
- Ensuring data is kept up to date
- Ensuring all reporting is accessible, current, and auditable
- Being proactive in reviewing processes and recommending improvements, where necessary
- Managing the CRM programmes presence on the firm's internal systems and communications channels, for example the intranet
- Preparing reports/presentations/minutes to support internal and external relationship meetings. Seeking appropriate review and approvals.
- Enhancing the quality of data in InterAction, our contact management system: e.g. mailing list cleansing, researching and correcting organisational structures, following up on contact data and activity reporting among the fee earners and support staff
- Assist with maintenance of quality data and materials for pitches and credentials submissions, including client quotes/testimonials, basic research, partner and fee earner biographies on client teams, and core factual/policy information.
- Maintain and enhance the quality of data in our pitch and credentials databases: collate information for the Firm, Divisions, Sectors/services and ensure they are stored in the relevant repositories and available quickly and easily for proposals, collateral etc.
- Support fee earners in their client interactions by creating facing materials, often at short notice, from standard materials. Use Marketing and BD templates and ensuring accurate quality outputs
- Produce, distribute, track and report on digital newsletters, legal updates and other direct mailings to clients and intermediaries
- Project managing regular deliverables, and managing conflicting priorities

- Providing effective administrative support, including meeting scheduling

Skills and experience

- Experience of providing analysis and reporting from CRM and Financial systems
- Understanding of Business development activities of a professional services firm
- Experience of using InterAction an advantage
- The ability to present data to partners and BD teams
- Good general business and sector understanding

Person specification

- Team player with a confident, conscientious, proactive approach with good attention to detail, who:
- Works collaboratively with others
- Develops and manages relationships with key decision makers and stakeholders across all levels of seniority
- Demonstrates strong analytical skills, with good attention to detail, and the ability to write reports and clearly articulate findings
- Is an excellent communicator with good written skills
- Understands a professional services environment
- Has a keen eye for detail, with excellent proof-reading skills and the ability to identify gaps in data.

Competencies

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| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client - centric | • Responsible Business |

Contact

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