

JOIN OUR TEAM

PRIME

BUSINESS DEVELOPMENT MANAGER

This is an exciting time to join PRIME, as we embark on a new strategy to evolve the PRIME Commitments with a focus on improving our engagement with smaller firms, regional firms and firms with a regional presence.

In this new role, you will focus on identifying and engaging with prospective members and building meaningful relationships to grow PRIME's membership base.

We are looking for a Business Development professional with experience of successfully securing, managing, and developing corporate engagement as well as building and managing relationships, particularly in the corporate sector. You should have first-class interpersonal skills – a natural ambassador able to represent PRIME in a range of settings – and excellent presentation skills, with the ability to prepare and deliver engaging and persuasive cases for support.

If you are a dynamic, results-driven individual with the ability to work independently and deliver results, we would love to hear from you.

Location: Home based. With the need to travel to 2–3 in-person meetings a month with prospective members, **focusing on Manchester, Leeds and Birmingham, it is desirable that you live within an easily commutable distance of these areas.**

Hours: Part time, 15–20 hours a week, to be worked flexibly across each month.

Salary: FTE £56 –75k dependent on agreed hours and experience.

Contract Type: Fixed term contract for 12 months.

Submit your CV and covering letter to
admin@primecommitment.co.uk

Deadline: 6 June 2025



BUSINESS DEVELOPMENT MANAGER



What you will be doing

New Member Business Development

- Develop a detailed implementation plan to grow PRIME's membership base with particular emphasis on recruiting more small firms, regional firms and firms with a regional presence as members.
- Working with PRIME board members and PRIME member contacts to develop a pipeline of organisations and appropriate collateral to "go to market", hold meetings and drive sign-up.
- Work with the Head of Programmes and Partnerships on the modernisation of the PRIME Commitments by gaining an understanding of the requirements of smaller regional firms and what they need to join.
- Act as an ambassador for PRIME with external audiences in the corporate space, delivering presentations and providing expertise as required.
- Work with other sector bodies such as the Law Society and Bar Council to support new member recruitment and improve strategic engagement.

Strategy Development

- Input into strategy development.
- Development of implementations plans covered by areas of responsibility.

Governance, finance and administrative support

- Attend all Board meetings, reporting on areas of responsibility.

Member Engagement & Administration

- Coordinate the organisation of any required PRIME member events.
- Organise and take minutes at any PRIME working group meetings of member firms.

BUSINESS DEVELOPMENT MANAGER



Skills and experience:

Essential

- Experience in successfully securing, managing, and developing corporate engagement.
- Experience building and managing relationships, particularly in the corporate sector.
- Excellent verbal and written communication skills, including developing tailored and engaging written collateral.
- Excellent presentation skills, with the ability to prepare and deliver engaging and persuasive cases for support.
- First-class interpersonal skills – a natural ambassador able to represent PRIME Commitment in a range of settings.
- Strong analytical skills.
- High degree of initiative and the ability to take responsibility for a range of business development activity.
- Able to work independently and as part of a team.

Desirable knowledge and experience for the role:

- Experience of working in an Early Careers or Corporate Social Responsibility team at a law firm, or experience of working for a charity or social enterprise that supports widening access to the legal profession.
- Experience delivering events for corporates.
- An understanding of the recruitment process for vacation schemes and training contracts at law firms.
- An understanding of the barriers faced by LSEB candidates when applying to law firms and attempting to access information about legal careers.