

Job Opportunity

Title: Development and Inclusion Administrator

Department: HR / People

Reporting to: Senior Development & Inclusion 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 fantastic opportunity to join a friendly and supportive People team of 15 professionals, led by our Chief People Officer and Partner. The team covers the key areas of talent acquisition (including early careers), people advisory, learning & development and inclusion, reward & benefits and payroll, working collaboratively to support the firm and its people.

As Development & Inclusion Administrator, you will play a key role in supporting the delivery of the firm's Learning & Development, Inclusion & Diversity, and Corporate Responsibility initiatives. Working as part of a collaborative team, you will coordinate programmes and events, support data reporting, use technology, AI and creative communications to enhance engagement, and help ensure the smooth day-to-day operation of people-focused initiatives.

This is a highly visible position within the team, often acting as a first point of contact for internal and external enquiries and requires strong interpersonal skills as well as an eye for detail and a proactive work ethic

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

- Provide comprehensive administrative support to the Senior Development and Inclusion Manager and wider People team across Inclusion & Diversity (I&D) initiatives.
- Coordinate logistics for workshops, training sessions, wellbeing activities and firm-wide events.
- Manage calendars, bookings and communications with internal and external stakeholders.
- Maintain accurate records of I&D activities, initiatives, and programme tracking, ensuring data is up to date and easily accessible.
- Leverage internal AI tools responsibly to support content creation, research, communication planning and administrative efficiency.
- Maintain attendance and feedback records and support the team with programme reporting.
- Support the development of internal communications, intranet content and awareness campaigns material.
- Work closely with the Marketing and Communications team to assist in promoting I&D initiatives internally and externally.
- Support budget tracking and processing of invoices related the Development and Inclusion team.
- Maintain confidentiality and professionalism when handling sensitive information.

Person Specification

The successful candidate will have:

- Organisational and administrative skills.
- Attention to detail.
- Good written and verbal communication skills.
- Proficiency in Microsoft Office, particularly Word, PowerPoint and Excel.
- Good time management skills and a proven ability to meet deadlines in a fast-paced environment.
- Ability to build and maintain effective working relationships across teams and departments.

- Able to handle sensitive and confidential information with discretion and professionalism.

In addition, the ideal candidate will have:

- An interest in or experience supporting Learning & Development, Inclusion & Diversity, Culture, Wellbeing or Corporate Responsibility initiatives.
- Organisational and planning skills, with the ability to manage multiple tasks and priorities effectively.
- An inclusive and empathetic approach, with the adaptability to work effectively with different communication and working styles.
- Experience creating engaging content, presentations, newsletters, videos or digital communications.
- Experience using AI tools (e.g. Copilot, ChatGPT or similar) responsibly to improve productivity, efficiency and engagement.
- Flexible approach to hybrid working, with the ability to be office-based more frequently during peak periods.

This job description does not form part of your contract of employment and may reasonably be amended from time to time.



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	• Life assurance scheme – 5x annual salary (non-contributory) • Annual holiday entitlement – 26 days per calendar year (full time) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Yoga and physical training sessions • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift • Private Medical Insurance Scheme

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 35% female representation by 2027.

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

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