

Senior Responsible Business Advisor

Talent, London

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

This fixed term contract role within our Responsible Business team is to provide cover during a period of family leave and offers the chance to play a key role in delivering our ambitious Responsible Business strategy across all UK offices.

Joining a creative and purpose-driven team, you will help drive impact across five core areas: Inclusion, Community Engagement, Pro Bono, Sustainability and the Arts.

Reporting to the Senior Responsible Business Manager in London, you will lead our inclusion outreach programs, partner with and support seven internal inclusion networks, and deliver a range of projects and initiatives throughout the year. You'll work closely with colleagues across Marketing & Communications, network and committee members, and stakeholders across the firm.

This is a varied, high-profile role suited to someone who thrives on managing multiple priorities and building relationships with diverse stakeholders. You'll bring an inclusive mindset, a passion for social and environmental impact, strong organization skills, and the confidence to step outside your comfort zone while balancing attention to detail with a strategic outlook.

Responsible Business sits within our Talent Team of approximately 40 colleagues spanning Talent Acquisition, Development and Advisory. As part of our collaborative one-team approach, you'll have opportunities to contribute more broadly across the team, in line with your skills and experience.

Job title

Senior Responsible Business Advisor

Recruiting manager

Senior Responsible Business Manager

Department

Talent

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

London

Perm/FTC

FTC (up to 14-months)

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- Actively engaged in all operational aspects of the Responsible Business program, including induction delivery, inclusion initiatives and supporting our Sustainability and Community teams.
- Supporting our co-chairs and committee members across our seven inclusion networks to help achieve their network objectives and drive meaningful impact.
- Building relationships with our external partnership, Talent Partners, Graduate Partners, Race and Ethnicity and Steering group, and other business stakeholders committed to inclusion.
- Capturing data in order to provide details for client requests, annual impact report and diversity reporting.
- Managing and overseeing our annual flagship programs, 10,000 Black Interns and Tomorrow's Talent alongside our RB assistant and wider Talent team.
- Drafting content and facilitating annual outreaching programs, reaching out to the right stakeholders for volunteering options to support these programs.
- Update safeguarding policy when necessary and support Senior RB Manager with other inclusion policies where possible.
- Manage and monitor the annual Responsible Business Budget and liaise with wider talent teams on collaboration of shared budget initiatives.
- Involvement in global projects identified as priorities in the Responsible Business strategic plan each year, leading where appropriate as directed by the Senior RB Manager.
- General administration and queries relating to the programs, resolving where possible and escalating when necessary, including:
 - Virtual and in-person event management/support.
 - Compiling feedback surveys for all programs.
 - Monitoring progress and maintaining accurate records.
 - Budgeting and tracking expenditure.

The opportunity for you

Experience, skills, and qualifications

- Operating in a similar role within a professional services firm.
- Progressive working environments that promote inclusive cultures.
- Solid experience of working with a range of senior stakeholders and supporting inclusion networks.
- Desirable legal sector experience.
- Strong communication skills to build robust relationships with our corporate partnerships.
- Solid experience of delivering inclusion programs and projects.
- An inclusive mindset, high emotional intelligence and cultural awareness.
- Hands-on approach and willingness to support a multi-site team.
- Ability to prioritize work, be highly organized and manage multiple projects.
- High level of attention to detail.
- Excellent communication skills both verbal and written, including proof reading and report writing.
- Excellent people skills with an ability to liaise with a broad range of stakeholders.
- Self-motivated with strong influencing skills.
- Work well and effectively under pressure.
- Team player and collaborative but able to work under own initiative.
- Flexible and accommodating. Occasional travel to Liverpool office to facilitate programs and attend events after working hours .
- Computer literacy: including Word, Excel, PowerPoint.
- Creative with plenty of ideas and enthusiasm.
- Commercially-minded and service-oriented.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
Recruitment Senior
Coordinator

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Lottie Williams
Onboarding Senior
Adviser

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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