



PARALEGAL

Family Law



ESTABLISHED 1948

RICHARD REED
SOLICITORS



**PARALEGAL
Family Law**

www.richardreed.co.uk

Our Company

We are a progressive and ambitious law firm that has roots going back to the 1940s. Now, in the 2020s, our forward-thinking leadership team is taking the firm to new heights with lots of exciting plans for growth ahead.

At the very heart of those plans for the future, are our employees. We understand and embrace that they are our biggest asset and we are committed to continually building on our inclusive and supportive working environment. This gives our employees the tools to do their best work which not only rewards them, but our clients too.

As a **Lexcel** accredited practice, we pride ourselves on providing outstanding client care and excellent quality legal services whilst offering all of our employees an enjoyable working environment.

Our busy and expert teams cover:

Family Law | Wills, Trusts & Probate | Residential Conveyancing | Personal Disputes | Dispute Resolution for Business | Corporate & Commercial | Commercial Property | Employment & HR | Agricultural Law | Notary Public Services



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Why Join Richard Reed?

- Be part of our exciting future
- Truly make a difference to the lives of those within our communities
- Be supported by friendly and knowledgeable colleagues that all share the same values
- Continue to develop your career through in-house and external training opportunities
- Regular appraisals
- Competitive/market rate salaries
- 27 days holiday
- Christmas Eve off
- Pension
- Death in service insurance
- Regular social events
- Employee high street discounts app (Reward Me Now)
- Discounted legal services for employees



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Our Core Values

Our firm's values influence, guide and structure all we do for clients of Richard Reed and when we are interacting with our colleagues. **We are:**

Results driven: We get the job done. Our team are motivated and driven to succeed and we pour passion and energy into every case to ensure a positive and satisfactory outcome for our clients.

Agile: No two people or businesses are the same. We adapt our approach and services to match the requirements of our clients and those of our colleagues.

Proactive: We work with clients and our colleagues to consciously strive to anticipate, identify and prevent future problems from happening.

Teamwork: We know first-hand just how much our clients can benefit from us having a collaborative team approach. All our employees, each with their own expert knowledge and skill, actively come together to work as a team, in all aspects of our business. This approach allows us to ensure our clients receive full and best advice, every step of the way.

Supportive: We welcome and invite conversations with both our clients and colleagues alike. We embrace and respect individual opinion and will take the time to listen and offer solutions.



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The Role

We are looking for a **PARALEGAL** to work full time within our family law department.

The successful candidate will work alongside our existing family law team and will have some experience of dealing with a varied caseload of family cases. Experience of handling parent care proceedings an advantage.



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You will..

- Have sound and relevant experience already gained within a respected Family team and will have some experience of handling a varied caseload.
- Undertake legal work for the benefit of the clients of our firm.
- Have experience of supervising the work of secretaries, trainees, paralegals and others as may from time to time be required.
- Ensure ongoing competency training including completing compliance training.
- Work loyally and effectively as a member of our firm and always with our core values in mind.
- Meet set fee earning targets both monthly and annually.
- Ensure the appropriate management of debtors, including obtaining funds on account of costs and disbursements, in accordance with departmental policy from time to time.
- Have excellent organisational, oral and written communication skills.
- Have a self-starting approach to tasks and projects and have an ability to work on your own initiative.
- Have well-developed interpersonal skills – an ability to interact with people at all levels and able to inspire confidence in customers and colleagues.
- Have the ability to work under pressure and meet tight deadlines and have excellent attention to detail.
- Have the ability to learn quickly and flexibly to take on new types and complexities of work.
- Have the ability to remain calm and professionally detached in all circumstances.
- Have the ability to work as part of a team and committed to a career in family law.
- Have a flexible and proactive approach.
- Be proficient in all usual technical packages to include Outlook, Word and other Microsoft packages whilst also having the ability to use an electronic case management system.



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Be part of Richard Reed's exciting future

Apply by sending an up-to-date CV and a covering email with details of your current salary, salary expectations and your availability to start, to:

Amber Holt
Richard Reed Solicitors

amber.holt@richardreed.co.uk

Or for a confidential/off the record chat about this position, you can call Amber on 0191 567 0465.

No agencies please.