

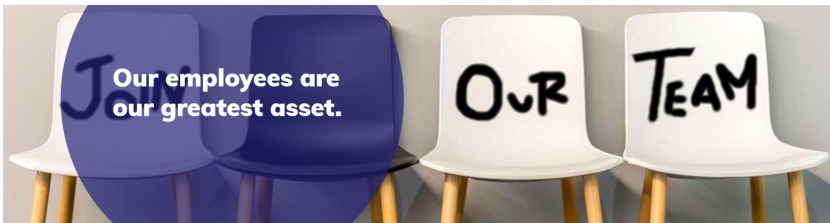


**Our employees are
our greatest asset.**

OUR

TEAM

Solicitor / Legal Executive – Family Team (Care)



Solicitor / Legal Executive Family Team

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THE ROLE

We are seeking an experienced, energetic and dedicated **Solicitor or Legal Executive** to work within our busy Family Care Team.

- The successful candidate will have approximately **5 years PQE** and be a member of the **Law Society's Children Panel**.
- They work alongside our existing family care team and will have experience of dealing with a varied caseload of family care cases.
- There will be career progression opportunities for the right candidate.



**Solicitor / Legal Executive
Family Team**

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RESPONSIBILITIES

Client service

- Undertaking legal work for the benefit of the clients of the firm.

Team working

- Supervising the work of secretaries, trainees, paralegals and others as may from time to time be required.
- Ensuring ongoing competency training including completing compliance training.
- Working loyally and effectively as a member of the firm.

Financial contribution

- The meeting of fee earning targets both monthly and annually.
- Appropriate management of debtors, including obtaining funds on account of costs and disbursements in accordance with departmental policy from time to time.

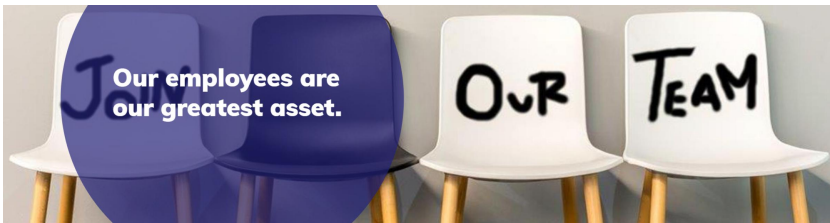


RESPONSIBILITIES

Business development

Participation in business development activities including:

- Building, maintaining and nurturing an appropriate network of contacts, referrers and business partners with the aim of winning new work
- Fostering and developing relationships with both existing and past clients to ensure repeat instructions are received.
- Working with our BDM to develop and successfully market the department including to help create and implement business development strategies.
- Writing articles for the firm and taking an active role on social media including firm and self-promotion.
- Attending networking events on behalf of the firm.



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IDEAL CANDIDATE

- Excellent organisational skills
- Excellent oral and written communication skills
- Strong academic background
- Self-starting approach to tasks and projects and ability to work on own initiative
- Well-developed interpersonal skills – an ability to interact with people at all levels and able to inspire confidence in customers and colleagues
- Good communication skills
- Sound writing and drafting skills
- Sound legal research skills
- Sound interviewing and advising skills
- Ability to work under pressure and meet tight deadlines
- Attention to detail
- Ability to learn quickly and flexibility to take on new types and complexities of work
- Ability to remain calm and professionally detached in all circumstances



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IDEAL CANDIDATE

- Ability to work as part of a team and committed to a career in this area
- Flexible and proactive approach
- Trustworthy and able to act with discretion.
- Excellent attention to detail
- Able to prioritise and multitask efficiently, good time management and planning skills along with good problem-solving skills.
- Strong communication skills, both oral and written with an eye for detail. Be approachable with excellent listening skills
- Ability to be proactive, work with autonomy and also take the initiative and meet deadlines
- Strong adaptability, with the ability to be flexible.
- Technological proficiency, including in use of email, word processing, ability to use an electronic case management system filing, etc

ABOUT US



We are an expanding law firm based centrally in Sunderland. Our firm was established in 1948 and has for a long time been, and continues to be, the go to Solicitors practice for both individuals and businesses seeking legal advice in and around the Sunderland area.

Our busy and expert team cover:

Family Law

Wills

Trusts & Probate

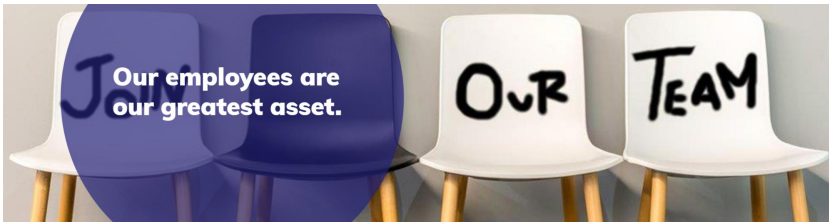
Dispute Resolution

Corporate & Commercial

Property (Residential & Commercial)

Agricultural Law / Employment & HR / Notary Public Services

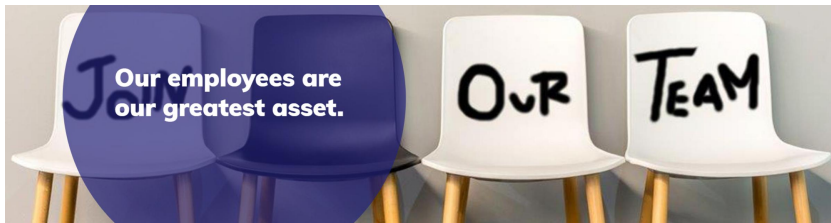
As a Lexcel accredited practice, we pride ourselves on providing outstanding client care and excellent quality legal services whilst offering our employees an enjoyable and supportive working environment.



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Family Team**

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OUR CORE VALUES



**Solicitor / Legal Executive
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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.

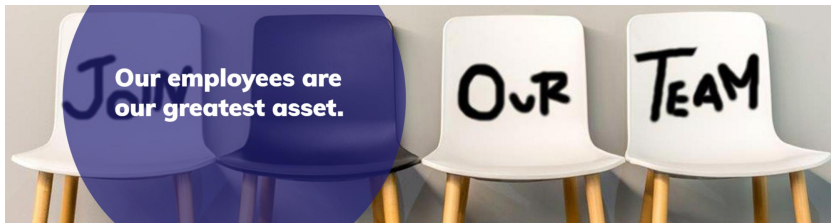
Agile: No two people or businesses are the same. We adapt our approach and services to match the requirements of our clients and those of our colleagues.

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.

WHAT OUR EMPLOYEES SAY



**Solicitor / Legal Executive
Family Law**

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"I love the variety of my work, every day is different, and I get to interact with such a lovely group of people, both staff and clients. Being happy at work and loving the job I do is the reason I have been here so long – I joined in 2002."

Val Pattinson - Receptionist

"I re-joined Richard Reed in May 2020 having left some 17 years previous to progress my career. Since returning I can honestly say I have never been happier in my role. I have never felt more valued. I receive all the help and training I need. The Directors are always accessible and extremely supportive. Everyone works as a team and we are just one big happy family"



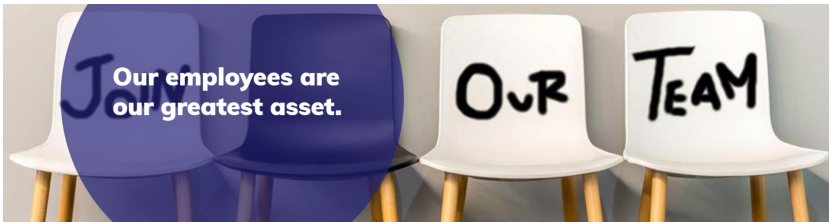
**Debra Taylor – Chartered Legal
Executive (Family Law)**



OUR CLIENT FEEDBACK

Our clients have given us 4.8 stars out of 5 for our services on the independent review site, Review Solicitors.

Check out our client reviews [HERE](#)

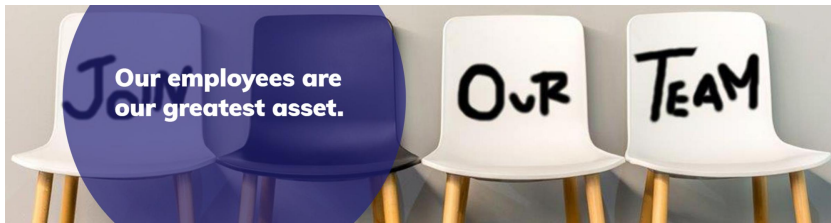


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WORKING IN SUNDERLAND



Solicitor / Legal Executive - Property

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Due to its ongoing regeneration, more and more people talented people are choosing to grow their careers in the City of Sunderland.

Sunderland is a dynamic place to work, live and play. Working in the city is a great experience – it not only has a warm, welcoming local culture but also boasts pioneering development within the city and beyond.

A vibrant hub of activity, the city has fantastic cafes, restaurants, bars, museums, parks, sports facilities and, unlike many other cities, an amazing beach!

Travelling to Sunderland has never been easier due to its excellent transport links and commuters can choose from rail, Metro, car, bus and even sea.

By car: Sunderland is accessible via the A1(M), accessing from the main north-south road links from both London and Scotland. If you are driving to Sunderland, it is also accessible via the A184 from Newcastle, the A690 from Durham and the A19 from Middlesbrough, as well as south bound routes via the Tyne Tunnel.

By rail: Travelling to Sunderland by rail is one of the easiest ways to reach the city. Sunderland's railway station is located in the city centre, and is connected to via the Metro line, as well as being easily accessible on foot or via local bus routes, with nearby parking also available.



BE PART OF OUR 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:

Sarah Reid
Managing Director
Richard Reed Solicitors



Solicitor / Legal Executive - Property

sarah.reid@richardreed.co.uk

www.richardreed.co.uk

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