

JOB SPECIFICATION
PRIVATE CLIENT SOLICITOR
Trusts & Court of Protection



About Us:

Richard Reed Solicitors is an award winning and 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 teams cover:

- Family Law
- Wills, Trusts & Probate
- Dispute Resolution
- Commercial
- Property (Residential and Commercial)
- Agricultural Law
- Employment & HR
- Immigration Law (for businesses)

As a Lexcel and Investors in People 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.

WE ARE NOW RECRUITING FOR:

A **PRIVATE CLIENT SOLICITOR** (Trusts & Court of Protection).

Our Private Client Team is seeking a Solicitor with approximately 5 + PQE to work on a full-time basis within our very busy Private Client department specialising in Trusts and Court of Protection work.

The role will include general probate work but there will be an emphasis on developing the Trust and Court of Protection (non-contentious) although some experience in contentious Court of Protection work would also be helpful, although not essential.

The successful candidate will have at least five years' experience and will work alongside existing private client solicitors. Experience of this type of work is essential and there will be an emphasis on developing the case load in these areas. Business development experience will therefore be essential.

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Responsibilities:

Fee Earning

- Run and develop own Probate, Trusts and Court of Protection caseload

Know How and Marketing

- Write bulletins for circulation to clients and contacts
- Help to keep the team up to date with the latest developments private client work especially related to Trusts and Court of Protection.
- Ability to network, represent and market the firm appropriately

Standard Forms and Precedents

- Review and develop existing precedents and standard forms
- Keep precedents and standard forms up to date going forward

Training and Seminars

- To attend relevant training seminars including using online training

Skills & Experience:

- Committed to a career in this area
- Able to work to tight deadlines and in a high paced environment
- Flexible and proactive approach
- Excellent organisational skills, ability to prioritise
- 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, including an ability to persuade, present, write and précis
- Research skills (using hard copy and online source materials)
- Attention to detail
- Ability to work as part of a team
- Sound relevant experience

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Person Specification:

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- Able to work to tight deadlines and in a high paced environment
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- Excellent organisational skills, ability to prioritise
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- Attention to detail
- Ability to work as part of a team

Technical Skills:

- Legal drafting
- Microsoft Word, Excel, office
- Internet
- Case management system
- Online research resources

Apply:

To apply for this role, please send your CV together with a covering letter/email to **Phil Moir, Director**, at:
phillip.moir@richardreed.co.uk