

Business Legal Adviser position available at Pro-law

Hours: 20 hrs/weekly

About Pro-law

Professional Law Services ('Pro-law') is an ethical law firm based in Bude, Cornwall, established in 2016 by Ian Mason. The main aim of Pro-law is to offer affordable legal services to Bude and the surrounding areas, all while being active in the community.

We pride ourselves on being professional, but also friendly and approachable so we expect all staff to uphold this ethos.

Please note we are not a solicitor's firm, rather a legal services and consultancy. What does this mean for you? We are not subject to any regulatory body which affects external complaints and redress processes available; instead, we do have internal complaint processes. If you want to find out more about how this may affect what services you can provide then please contact us before applying.

The job

We are looking for someone to take over the business side of the services we offer. We want someone who knows every aspect of business law - ranging from:

- ❖ Starting a business
- ❖ Developing a business
- ❖ Buying and Selling
- ❖ Employment advice
- ❖ Landlord advice
- ❖ Disputes between businesses

Although the majority of your work will be your own caseload, we will expect you to be part of the team. This includes attending our weekly team meetings where we can discuss our workloads, attending any networking events in the area, and take part in training and supporting current and new staff. Our business is still growing, and we would like you to be part of that growth.

A big ambition of ours is to offer career support opportunities to the local community, whether this be through training, work experience or carrying out classes in our local secondary school. Therefore, we would like an individual who can get on board with this ethos and be able to train and support current staff as well as any new members of staff.

We need an individual who can attend the office on a regular basis. It is essential that our staff are accessible to the local community, can attend in person client and staff meeting, and be involved in training. Homeworking days are available, but we ask that all staff members have flexibility.

In addition, the opportunity to join the practice in an ownership capacity is a possibility for the right candidate.

Responsibilities

- ❖ You will be required to organise and work independently on your own workload, which may involve working under pressure.
- ❖ You will be expected to attend weekly team meetings.
- ❖ You will be expected to attend networking events if necessary.

Qualifications

We are looking for a candidate who has a minimum of 5 years post qualification experience to fill this position. Ideally someone who has practiced as a Solicitor, a Legal Executive, or a Senior Paralegal.

Person specification

As well as having the desired experience, we would like someone with the following attributes:

- ❖ Have a patient and supportive nature.
- ❖ Be confident in themselves and their knowledge.
- ❖ Have excellent communication skills.
- ❖ Be able to organise themselves.
- ❖ Be able to multitask and prioritise tasks.
- ❖ Have a good understanding of technology.
- ❖ Be able to work under pressure.
- ❖ Be passionate about the community.

Please browse our website and social medias to achieve a full picture of what we are all about here at Pro-law. If you require more information then please get in touch, we are more than happy to answer any questions.

If you believe you could fill this position, then please send your CV and a covering letter to pa@prolawservices.uk.

If you would rather send your CV and covering letter via post our address is:

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