

Consultant position available at Pro-law [Wills, LPAs, Probate, Trusts]

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 consultancy, and describe ourselves as a professional paralegal company. If you want to find out more then please contact us before applying or visit our website.

The job role and responsibilities

We are looking to fill a consultant role within Pro-law, undertaking a mixture of fee-earning, supervision and training specifically in Wills, Trusts, Lasting Powers of Attorneys and Probate matters. You will also be expected to undertake your own caseload. We are keen to hire an individual who has deep knowledge and experience of these areas.

You will also be expected to attend our weekly team meetings where we can discuss our workloads and practice development issues. These meetings will set the tone for your work week. Our business is still growing, and we would like you to be a 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.

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

We are looking for an individual with the following personal attributes:

- ❖ Patient and supportive
- ❖ Confident in themselves and their knowledge
- ❖ Excellent communication skills
- ❖ Great organisational skills
- ❖ Have IT skills and be able to pick up new systems
- ❖ Be able to prioritise tasks

Please browse our website and social medias to achieve a fuller 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 covering letter to info@prolawservices.uk .

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

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