

Position	NQ - 8 Year PQE Community Care/Court of Protection Health & Welfare Solicitor or Legal Executive
Location	Central Reading (2 days, 3 days at home)
Salary	DOE
Work pattern	Monday – Friday, 0900 – 1730 (part-time hours can be discussed)

It is a pleasure to be working with a well-established Legal 500 Law firm based in Reading who are now seeking a Community Care/ Court of Protection Solicitor or Legal Executive to join their Community Care team.

Reporting into the Senior Associate, you will be responsible for managing a caseload of privately fee-paying clients under the supervision of a senior fee earner.

In addition, you will also contribute to supporting junior fee earners, support staff and will play a key role in our growing niche Community Care and Court of Protection team.

For the right candidate, this is a great opportunity for a role with a clear progression path, including opportunities to get involved with business development.

They are open to candidates seeking a part-time or full-time role

What will the role involve?

- Managing a mixed caseload of Community Care and Court of Protection matters under supervision of senior fee earners. Subject to the candidate's legal experience, there may be the opportunity for involvement with Special Educational Needs cases.
- Assisting with marketing events and business development.
- Assisting the Court of Protection Property & Affairs fee earners with Community Care/Public law and Court of Protection issues subject to *Re ACC*.
- Dealing with new enquiries from lay clients and Professional Deputies, including responding to *Re ACC* quotation requests.
- Drafting a range of complex legal documents including advice letters, grounds of appeal, formal complaints, instructions to experts and counsel, court forms and applications, position statements and witness statements.
- Opportunity for advocacy at needs assessments, dispute resolution meetings, statutory appeals and court or tribunal hearings.
- Liaising with clients, experts, public bodies, counsel and the Court.
- Overseeing preparation of bundles by junior fee earners and support staff.
- Assisting with the training and supervision of junior fee earners and support staff where appropriate.
- Ensuring work is maintained at a high level of quality throughout to promote the reputation of the firm.
- Assisting with management of fee estimates, invoicing and accounts processes.

What's in it for you?

In addition to a competitive salary, you will also have access to a wide range of benefits including

Contractual Benefits (Pro Rata)

Starting at 25 days holiday depending on level of experience

Pension

Life Assurance – 5 x salary

Medicash & discounted retail benefits

Private Medical Insurance

Non Contractual Benefits (Pro Rata)

- An additional days holiday for your birthday
- A weekly wellbeing hour
- 8 hour per annum charity work
- Season ticket loan
- Cycle scheme
- Bring your dog to work
- Social committee events
- Flexible Hybrid working
- 20 weeks maternity leave paid at full pay and then statutory payments are made
- 2 weeks paternity leave paid at full pay
- Season ticket travel loan
- Professional subscriptions paid
- Eligible to purchase an additional five days holiday

Who are we looking for?

Essential skills

- Experience of Community Care and Court of Protection Health & Welfare.
- Ability to independently manage a mixed case load of privately fee-paying clients under the supervision of senior fee earners.
- Ability to work effectively as part of a team.
- Strong client care and interpersonal skills.
- Good verbal and written communication skills.
- Excellent IT skills plus good knowledge of Microsoft Office (including Excel spreadsheets).

Desirable skills

- Experience of Court of Protection Property & Affairs.
- Experience of Special Educational Needs law.
- Experience of advocacy (e.g. NHS Continuing Healthcare appeals, roundtable/ADR meetings)
- Experience of training and supervising junior fee earners and support staff.

Next steps:

If this opportunity inspires you or you'd like to know more, please contact Sophie Burnett.

Apply via email with an updated CV (Word and PDF formats) and a brief summary of your current position to sophie@execrecruitmentsolutions.com. We can't wait to hear from you!

Date: 08th August 2024