

Solicitor - Commercial Property

Department – Commercial Property

Location – 2 Devonshire Drive, Beeston, Nottingham, NG9 1BS

Hours –35 hpw (Monday – Friday 9am – 5pm, 1 hour lunch each day).

Salary – Up to £50,000, dependant on experience and qualifications plus discretionary performance bonus and Christmas bonus.

JOB DESCRIPTION

Job Purpose

- To provide specialist legal advice primarily to churches and Christian organisations on a range of property law issues
- To advise on often complex commercial and charity issues, handling conveyancing sales and purchases, working with organisations in their roles as landlord and tenant, advising on leases, drafting and reviewing documents and correspondence, negotiating on behalf of churches and other clients and meeting billing targets
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services
- To uphold our values of Honesty, Respect and Teamwork, and work in accordance with the Solicitors Regulation Authority (SRA) Principles and Code of Conduct

Main Duties

- 1 To manage a caseload of commercial property matters from start to finish primarily for churches and other Christian organisations including sales and purchases, leases, contracts, re-mortgaging or transferring properties, charity and charity property matters and other complex contractual work
- 2 To advise on the requirements of the Charities Act as it relates to property and the responsibilities of trustees mainly within the context of churches and Christian organisations
- 3 To take a proactive approach in building professional relationships with churches, Christian organisations, other clients and contacts in order to develop our commercial property presence in this sector including attending some remote or face to face with Church Trustees, Ministers, Christian organisations and other clients
- 4 To work productively with colleagues across all our offices
- 5 To maintain and promote the good image and reputation of the firm
- 6 To assist colleagues, Directors and Heads of Department with marketing and training events and initiatives
- 7 To manage and supervise junior staff and support staff including assisting with recruitment, training etc as required
- 8 To effectively use the case management software and our financial and billing processes

General Duties

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post

- 2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus
- 3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR
- 4 To abide by our Equality, Diversity and Inclusion, Health and Safety, Anti Money Laundering Policies and all other relevant policies

ROLE SPECIFICATION

	CRITERIA
Experience	Experienced solicitor with significant PQE
	Experience of working with Churches, Christian Charities and other Christian organisations in a paid or unpaid capacity (desirable)
	Experience of establishing, building and sustaining professional relationships with clients and external agencies
	Experience of managing own workload and prioritising appropriately
	A proven track record of meeting billing targets
Skills and Abilities	Methodical, calm, detailed and analytical approach to work
	Understanding of the constitutions, regulations, structures and particular challenges of Churches and Christian organisations
	Good understanding of the Charities Act and Charity law
	Ability to provide high levels of client care coupled with excellent communication skills
	Ability to work on own initiative with minimal supervision and also as part of a team
	Good IT skills
	Able to manage multiple work streams concurrently and meet tight deadlines
	Highly motivated, forward thinking, positive and results focussed
	Empathetic and caring approach
Other	Qualified Solicitor (SRA registered)
	Genuine interest in working in the area of commercial, charity and property law
	Supportive of our Christian heritage and ethos
	High level understanding of Anti Money Laundering responsibilities and GDPR requirements
	Satisfactory references and other pre-employment checks including credit check, identity check, DBS etc

Line Manager – Director / Head of Department