**Job Title:** TraineeSolicitor

**Reports to:** Directors

Main purpose of the role is a two-year training programme, to assist fee-earners with their caseloads and gain experience/skills necessary to qualify as a Solicitor and continue a career in Law. The aim during the 2 years is to provide a high-quality legal service to all our clients under supervision.

**Key tasks (not an exhaustive list):**

* Be involved in the conduct of cases:- with supervision and assistance from a solicitor to; conduct interview with clients, assess legal problems, advise clients on costs, conduct legal research, devise outline strategy for case, obtain information from relevant experts, assess strengths and weaknesses of other side’s case, , issue proceedings, attend court with counsel and take notes, make applications to registrars, district judges and masters and maintain confidentiality
* Administration:- maintain files, deal with billing, paying costs and closing files, following administrative systems and procedures
* Development:- participate in team meetings, attend internal courses, keep up to date with law and practice
* Personal skills:- expected to provide an efficient, professional and friendly service to clients and colleagues
* Interpersonal skills:- expected to communicate clearly and appropriately, both orally and verbally with other parties, whilst maintaining and developing excellent working relationships. You will need to develop negotiation skills with clients and other professionals to secure desired objective(s)
* Academic skills:- have a good academic record having preferably obtained a 2:1 degree or higher at University and to have passed all the necessary law exams
* Organisational skills:- expected to assist in the preparation of cases, usually under pressure and to tight deadlines. Therefore, must be able to prioritise workloads at any given time
* Management skills:- have the ability to view situations from a commercial or business perspective. This requires you to look at a situation from different angles. Need to develop a capability of delegating tasks, supervising where appropriate and working on own initiative