

**Available vacancy: Senior Associate – Family**

**Term: Full – Time**

**Blackheath Office**

**WE ARE:**

A leading regional law firm, serving a wide range of commercial and private clients across London and the surrounding counties, from our Head Office in Bromley. Established since 1889, we've come a long way and today we are a modern, progressive practice, proud of our record on diversity and inclusion and reputation for training and promoting staff from within the business.

With teams specialising in the major areas of law we have a loyal client base which is ever growing.

We are looking for a Senior Associate Family Law Solicitor to join our office in Blackheath.

The successful applicant will be responsible for developing and fostering the growth of family work in the Blackheath office, working closely with the Head of Family and lead Partner at Blackheath. This role is responsible for raising the profile of family law work in the local area and developing a thriving family practice by introducing new work, new referral networks and new opportunities for work and client relationships.

The role will also be responsible for building and managing the developing caseload acquired through the business development activities and providing a profitable contribution to the firm within Company procedures and guidelines, meeting or exceeding company standards and client expectations.

We are looking for someone to join the team who has a very strong work ethic and a genuine interest in business development.

**KEY REQUIREMENTS :**

- 5+ years PQE in the provision of expert family advice and litigation.
- A member of Resolution.
- Experience in business development and generating own leads with a track record of personal referrals and/or referral networks.
- Experience in line management and/or managing junior colleagues.
- Experience in working closely alongside Partners in a growth and business development context.
- Confident communicator with good relationship building skills.
- Ability to quickly build strong, productive relationships with clients and colleagues.
- Able to work independently and with limited secretarial support.
- Able to work with a minimum of supervision.
- Self-motivated, goal-oriented and highly driven.

- Solid IT skills including use of case management systems, Teams, Zoom, and Microsoft Office Suite.
- Must have a flexible attitude to work and time including a willingness to attend networking and business development events outside of office hours.
- Ability to prioritise caseload and re-schedule as required to meet deadlines.
- Ability to meet and exceed billing and time targets.
- Ability to flourish in and embrace the friendly and supportive work culture. We expect all of our staff to have integrity, be approachable, and be dedicated. Firm loyalty is key.

## **KEY TASK AREAS**

- To be responsible for building a strategy around improving the firm's market position in respect of family law work in Blackheath. and building key client relationships.
- To implement strategic business development plans focused on the generation of new business leads, expansion of existing clients, and new projects and initiatives
- To develop and execute business development, networking and marketing aimed at growing the work and reputation of family law work for the firm in Blackheath.
- To plan and support business development events, including seminars, webinars, and other events.
- To Oversee and assist with the production of marketing materials.
- To work closely with the Marketing Manager to ensure appropriate social media and website content.
- To work closely with the Marketing Manager to ensure brand consistency and efficient use of resources.
- To contribute to creative discussions and decision-making about the growth and development of the family department in Blackheath.
- Encouraging other employees and customers to take part in growing the business by showing enthusiasm for your work and maintaining a positive attitude
- To contribute positively to departmental and firm-wide activities.
- To research target markets and identify key targets.
- To report back regularly regarding progress and plans.
- To run your own busy family cases, both litigated and non-litigated, providing clients with an effective and professional service, communicating effectively in keeping with company client care standards and delivering accurate legal advice.
- To be pro-active in your case management and creative with problem-solving, considering the best interests of the client and ensuring your cases are kept under continuous review and progressed appropriately.
- To exercise professional judgement as to when to seek guidance, when to research solutions to problems using professional resources or when to do both.
- To achieve or exceed your individual billing and time recording targets.
- To maintain financial control of own ledgers with particular regard to cash flow control through collection of monies on account and billing procedures.
- To ensure all work is carried out through of the firm's case management system and to work adhering to the firm's paperless working practices.
- To assist with the training of trainee solicitors, paralegals and other members of staff with a view to managing your own team as the work increases in Blackheath.
- To carry out any other duties that are within your skills and abilities whenever reasonably instructed.

- To ensure the confidentiality of the firm's and clients' documentation and information.
- To adhere to company standards, policies and procedures at all times.
- To undertake relevant training as required.
- To comply with the Solicitors Regulation Authority Code of Conduct at all times.

### **ROLE LOCATION, HOURS & SALARY:**

The role will be based in the Blackheath office at 1 Spencer Yard, Blackheath, London SE3 0DE.

The role is a full-time position and is office based. Whilst remote working is possible, there is a minimum expectation of 4 days per week in the office for the first 6 months so as to ensure that there is a physical presence in the office.

Office hours are 9am – 5pm but there is an expectation that networking and business development events will be attended outside of office hours.

The salary is between £50,000 - £65,000 pa dependent upon relevant experience.

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*If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.*

*Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.*

*We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.*

*Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.*

*Please email CV to [jprecruitment@judge-priestley.co.uk](mailto:jprecruitment@judge-priestley.co.uk) to apply or for further information.*