

Job Information	
Job Title	Trainee Solicitor
Department & Team	Various Seats Across the Firm
Location	Gosforth/Durham
Working Hours	35 hours
Salary	TBA
Reports to	Team Leader for Each Seat

Introduction to EMG Solicitors

EMG Solicitors is an award winning Legal 500 Boutique law firm located in Durham and Gosforth. We provide a range of legal advice to both private individuals and businesses across the region and nationally. We provide legal support that our clients require in order to achieve anything from their basic needs to their wildest dreams and everything in between. We specialize in Court of Protection, Deputyships, Family Law, Residential Conveyancing, Commercial Property, Litigation & Disputes and Wills, Trusts & Probate Services.

EMG Solicitors Vision & Mission

EMG Solicitors Vision Statement

Supporting Clients. Protecting Assets. Changing Lives

EMG Solicitors Mission Statement

Providing the legal support our clients require to achieve anything from their basic needs to their wildest dreams and everything in between.

At EMG we believe in equality. Our passion is not only in providing exemplary legal services but also in making a meaningful contribution to our community and the charitable causes we support.

We pride ourselves on delivering excellence and we have a culture of honesty and transparency in how we work, both with each other and with our clients.

We are ambitious, we think big and are pro-active in how we support our clients and each other, but as importantly as all of this we value having fun and being happy.

EMG Solicitors Values

Cooperation - we pro-actively support our clients and each other

Excellence - we deliver excellence

Integrity - we are open and transparent

Courage - we are ambitious and think big

Kindness - we value having fun and being happy

Overall Purpose of the Role

A two year training programme across a number of seats, usually four. You will be regarded as a fee earning member of staff during this time, expected to provide a high quality legal service to all our clients, under the supervision and training of a qualified solicitor. The Trainee Solicitor is expected to use a high degree of self-management and initiative. This will include but will not be limited to the main responsibilities given below.

Responsibilities and Duties

You will need to be able to:

- Conduct cases - under supervision of a Team Leader/Solicitor
- Conduct interviews with clients.
- Assess legal problems.
- Advise clients on costs.
- Conduct legal research.
- Devise outline strategy for a case.
- Draft case papers.
- Prepare standard and non-standard correspondence and documents
- Obtain information from relevant experts.
- Administer filing which will include daily filing and the opening, closing, storage and retrieval of client files in accordance with the detailed procedures contained in the Office Manual.
- Make appointments, arrange meetings and to maintain an up-to-date diary for their team leader
- Undertake any specific training when required to do so and overall to have a responsibility towards self-development.
- Meet deadlines for court appearance.
- Attend Court with counsel and take notes.
- Maintain orderly files.
- Deal with billing, paying costs and closing files.
- Proactively and accurately record your time for the purpose of billing the client

Knowledge, Experience and Skills		
Area	D/E	E/E
Qualifications	Necessary academic and vocational qualifications required by the Law Society	Good academic record having preferably obtained a 2.1 degree or higher at University
Experience	Experience of and willingness to work for people of all kinds and ability to recognise that everyone is entitled to equal opportunities before the law.	Used to working under LEXCEL or similar management standard. Used to working with computerised case management systems
Skills and Knowledge	Ability to communicate effectively with others face to face, on the telephone and in writing, using appropriate language for different individuals as required I.e. distressed individuals, people of all ages, business clients, other solicitors, people for whom English is not their first language	
Other Factors	Team player Displays honesty and integrity Pro-active and self-motivated "Can do" attitude Flexible and adaptive Excellent attention to detail Displays initiative and leadership	

Benefits
<p>In addition to your salary the added benefits for this position are:</p> <ul style="list-style-type: none"> • Bonus scheme • Employer contribution to pension at 4% • 25 days holiday entitlement per year with an additional 3 days non-contractual leave for Christmas • Free annual flu injection • EMG Rewards - employee discount platform • Employee Assist - access to personal, legal and financial issues, support and counselling and GP helpline. • £50 gift card on your birthday with along with a late start or early finish • £50 gift at Christmas

- Beamish Museum Family Passes
- 5 extra days paid leave on your 5 year anniversary
- Death in service benefit of 3 x salary

How to Apply

Send your CV and covering letter to Ian Burke Head of People & Culture email: graduates@emgsolicitors.com by Wednesday 1st September 2021