



CLARKE & SON
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Job Title: Solicitor – Family

Primary Duties

- To take on an existing caseload of family work and managing it to conclusion.
- To manage new enquires.
- To contribute to overall team financial target as well as taking responsibility for your individual target.
- To effectively manage accurate time-recording, billing and fee recovery for work carried out.
- To utilise the firm's IT and case management systems.
- To liaise with and assist the Head of Family with the overall departmental plan.
- To carry out other tasks commensurate with position as a fee earner or as are reasonably requested by the Directors or the Head of Family Department.

Business Development and Partnerships

- To network locally to build strong partnerships that may benefit the future pipeline of work.
- To work with the Commercial and Marketing Director to support business development activity including developing and maintaining your personal brand.
- To utilise your skills to actively grow and expand your caseload.

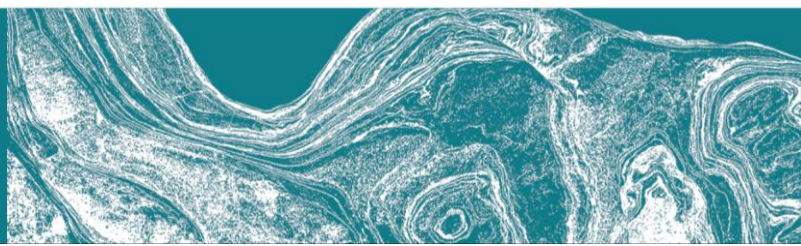
Professional Development

- To maintain your professional development and ensuring compliance with CPD requirements including remaining up to date with any quality initiatives and SRA requirements.
- To commit to undertaking ongoing training to maintain current knowledge and expertise.
- To support the training and development of others where required.

The Family Team

Our team lead by Mark Chapman, advises clients across a broad range of private family matters, including divorce and financial settlements, children matters, cohabitation and nuptial agreements, civil partnerships and cases involving domestic abuse. Our caseload is made up of private paying clients; we do not undertake Legal Aid work.

We take a constructive and client-focused approach, seeking to resolve matters efficiently and proportionately wherever possible. The team also offer our One Couple, One Lawyer service which is an innovative approach to resolving family disputes, through working collaboratively to achieve the best possible outcomes for clients.





Our family solicitor is responsible for managing a broad caseload of current and prospective clients as well as developing external partnerships that might foster new work.

Requirements:

- Between 3 and 5 years PQE; working exclusively in family law since qualification.
- Confident managing a broad range of family matters.
- Strong communication skills with the ability to build relationships both internally and externally.
- Willingness to take initiative and to develop your own and department referral network.