

Projects Manager / Practice Manager – Legal Practice

SKO is looking for a part time practice manager to oversee and develop projects within a boutique legal practice. The successful applicant will be someone who likes systems, processes and projects- and supporting colleagues to develop and adapt to change.

In the context of our growing practice, we are engaged in a number of projects to increase our efficiency and future-proof our business. Reporting directly to the directors/partners, this new role supports the directors/partners in the effective management of the firm, allowing the lawyers to focus on maintaining excellent client service throughout implementation of forthcoming projects.

Who we're looking for:

The ideal candidate is someone who makes things happen. We don't mind what your professional background is, whether you've worked in this kind of role before or not - you might come from practice management/business support, you might be someone who has undertaken change management projects or be from a professional services or charitable management background. We do need you to fit in well to a close-knit team, be comfortable working with everyone in our practice, recognise the significance of the work we do and be enthusiastic about getting things done.

Ideally, we are looking for:

- Proven experience – either in a similar role as a practice manager or demonstrating the same skills in a completely different role.
- Highly organised with the ability to manage multiple projects simultaneously.
- Excellent communication skills with the ability to liaise at all levels.
- Pro-active, self-starter who is adaptable and able to manage workloads.
- Comfortable taking responsibility for delivering finished projects.
- Strong basic IT skills, Excel and Word essential.

The role will include responsibility for:

- Leading and managing projects key to the ongoing management of the business.
- Liaising with external providers as appropriate on projects such as the implementation of new systems and processes (IT and otherwise).
- Assisting with risk management and compliance.
- Supporting our business development and marketing functions.
- Keeping the firm's policies and procedures up to date.
- Providing internal training on firm's policies and procedures.
- Attending directors/partner's meetings and other internal meetings and driving forward agreed outcomes.

The successful candidate will be someone who is enthusiastic about the fact that we are an equal opportunities employer, recruiting the best people regardless of their age, gender, race, sexual orientation, disability, religion or belief.

To apply, please send a CV and covering letter explaining how your experience would be valuable to SKO, marked for the attention of Alison Edmondson by 19 February 2020 (alison.edmondson@sko-family.co.uk).

- Job Type: Part Time at 60% of full time
- Salary: £40,000 pro rata

The logo for SKO, consisting of the letters 'S', 'K', and 'O' in a large, serif font, with a light purple glow effect behind the letters.