

JOB TITLE: Family Law Assistant- NQ

LOCATION: Edinburgh (some London)

SKO is Scotland's largest niche family firm, top ranked in both Chambers & Partners and the Legal 500. We are focused solely on meeting the needs of clients accessing Scots Family Law advice, we advise individuals and other lawyers in the UK and abroad. As well as having Solicitors accredited by The Law Society of Scotland as Specialists in family law, child law and as family mediators we have four family Arbitrators and knowledgeable and experienced support staff.

We are looking for an NQ lawyer who wants to work in a close knit team. The successful applicant will be coming to the end of their traineeship/just have qualified. They do not need to have undertaken family law in their traineeship: indeed, we would welcome applicants who have trained in other disciplines, particularly in European/International law, corporate, tax and/or the property law fields. What we are interested in finding is someone who likes people and having client contact (or who has missed not having that, to date); who is bright and pragmatic; keen and enthusiastic; enjoys being part of a team and has a well developed sense of humour. The successful candidate will not be expected to be able to give advice yet on the full range of family law issues, but will be someone who wants to learn and develop swiftly. The role will initially involve being part of a team who give advice in high value financial provision cases and where there are jurisdictional elements involved, but will develop over time to them running their own caseload.

The successful candidate will be able to demonstrate that they can adapt their style of communication appropriately when dealing with clients and other professionals. We want the successful applicant to stay with us for the long term and to develop a sound technical knowledge of family law and the ability to deliver first-class advice to clients direct in a sensitive, clear, confident and businesslike manner. They will be able to demonstrate an interest and enthusiasm for family law- and quite possibly other areas of the law too. They will have a flexible approach to meeting client demands and priorities and show a commitment to excellence in client service. They will be adaptable and comfortable working as part of a close knit team in complex and/or difficult cases. They will be enthusiastic about supporting and training more junior members of staff. If not yet in a position to provide high level technical training in relation to areas such as European Law and ARTS they will be able to demonstrate an enthusiasm for acquiring such knowledge and an ability to share and educate others internally and externally.

The successful candidate will feel comfortable acting as main point of contact for clients and as an ambassador for the practice. The successful applicant will be acutely aware of the need for privacy and sensitivity in dealing with clients who are often experiencing anxiety and distress. The individual will be somebody who has integrity, sensitivity and empathy and someone, in particular who is enthusiastic about, and values, the fact that we are an equal opportunities employer and recruit the best possible people regardless of their age, gender, race, sexual orientation, disability, religion or belief.

The successful candidate will have very strong written and oral communication skills, be a good listener and have excellent attention to detail.

To apply for this position please email your CV together with a covering letter to rachael.kelsey@sko-family.co.uk.

The closing date for applications is close of business on Friday 8th May 2015. Interviews will be conducted in the week beginning 11th May 2015.