**Legal Trainer**

|  |  |
| --- | --- |
| Department | Professional Support |
| Reporting to | Head of Professional Support Department |
| Job description updated | October 2024 |

**About Us**

Established in 2000, Express Solicitors is an award-winning law firm that deals with personal injury and clinical negligence claims. Based in Manchester, we serve clients nationwide and are currently ranked 70 out of more than 10,000 law firms. We have a 5-star rating on Trustpilot from over 6,000 reviews, which coming from our clients means a lot to us. We are proud of the work we do helping injured people, and this is the core of our business.

Training playsa huge part in the development of our solicitors; we believe every lawyer has the potential to be a partner. We therefore provide in-depth training programmes to all staff. From induction training as soon as they join us, our graduate scheme (specifically designed for new lawyers), our regular training for existing staff and various other development programmes.

A word from James Maxey, Managing Partner:

“Express Solicitors have always believed in spending a much higher proportion of turnover on its training budget than comparator companies. We recognise that all we have to sell is the knowledge and skills of our people and serious effort has been put into the development of the Graduate Scheme not just by our excellent training personnel but by all of the senior management team. We believe this Scheme provides a really effective bridge from the essential academic stage of learning the law to the delivery of that in a professional services environment.”

**Role**

Reporting to the Head of Professional Support, you will help to grow and develop our fee earning staff through a range of different methods. You will be delivering group training as well as coaching on a 1:1 basis.

**Responsibilities**

* Take a prominent role in training, coaching and mentoring solicitors and other fee earning staff.
* Deliver a programme of continuous training to existing staff in line with identified training requirements and newly introduced legal changes.
* Deliver training and guidance on the use of Proclaim to aid case management and strategic performance of junior fee earners.
* Help develop, manage, and deliver our graduate scheme for law graduates.
* Identify training needs through working with Senior Management, supervisors, and HR.
* Attend training meetings with HR and Head of Professional Support as requested, and report on current projects and issues.
* Participate in department meetings to understand business and user needs.
* To deliver systems improvements and training.
* Design, develop and update training materials to reinforce and embed delivered training.
* Design and create training content for our Learning Management System (LMS) and blended learning programs.
* Monitor the feedback given on courses and make relevant changes.
* Maintain the training records as to attendance.
* Help embed the agreed standard of the company e.g. case progression, standards and tactics of litigation, weekly supervision and enforcing our Service Promises.
* Assist with marketing externally by providing commentary on legal updates and drafting articles.
* Keep abreast of significant legal changes and familiarise yourself with them to ensure you can suggest policy changes to maintain the firm’s profitability.

**Person Specification**

* A qualified solicitor or qualified by experience with demonstrable experience within person injury.
* You must have case handling experience from cradle to grave.
* Ideally experience of composing and delivering training, either one to one, through workshops or presentations.
* Strong IT Skills
* Able to present information to others in a clear and concise manner.
* Excellent communication skills.
* Organisational skills and the ability to plan ahead and manage time.
* The ability to encourage and motivate people.
* Ability to tailor training packages to the level of the trainee group or individual as necessary.
* An aptitude for learning new systems and processes quickly.

**Salary, Hours & Benefits**

* Salary up to £45,000 depending on experience.
* Our standard working hours are 8:30am to 5:30pm Monday-Thursday and 8:30am to 5pm Friday.
* 3/2 hybrid working pattern after probation.
* 23 days holiday a year, rising to 26 days, plus public/bank holidays.
* Extra day’s holiday for your birthday after 2 years’ service
* 3 holiday buy backs per year after 1 year of service
* Private medical insurance after 2 years’ service.
* Enhanced Maternity leave payment if you have over 1 year’s tenure, further enhanced at over 4 years’ service.
* Death in service
* 24/7 onsite Gym access
* Netball/Football team, 10km Manchester team and more
* Active social committee with generous departmental and firm-wide social budget.
* Active training culture and various groups and events such as Diversity and Inclusion.
* Other benefits including Employee Assistance Programme, free fruit & annual (optional) flu jab.

**Recruitment Process**

To apply, send a CV to [recruitment@expresssolicitors.co.uk](mailto:recruitment@expresssolicitors.co.uk) or visit our careers page on [www.expresssolicitors.co.uk/careers](http://www.expresssolicitors.co.uk/careers)

Interviews will be conducted by MS Teams and will include scenario-based questioning.

Our employees are our most important asset, we rate skill and ability above all else and our recruitment policy encourages applications from all.

By applying for this vacancy, you are giving us consent for to process your data in line with our Privacy Policy, full details of which can be found on our company website [Privacy notice for website users | Express Solicitors](https://www.expresssolicitors.co.uk/privacy-policy)