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**Post: Child Abduction Solicitor**

**The Firm**

The firm was founded in 1929 and has one of the largest family teams in the country, with an expanding private client base.

1. The Department is lead by Emma Baillie and Hannah Perry, Joint Heads of Family. Emma heads the Family Finance team and Hannah leads the Children and Domestic Abuse team.
2. The firm has London offices in Whitechapel and Clapham Junction.
3. We are committed to providing a high-quality service to all our clients however their case is funded.
4. We are listed as a firm and family department in both the UK Chambers Guide to the Legal Profession and Legal 500 and many of our solicitors are individually recommended lawyers. Hannah Perry is ranked Band 1 in Chambers and Partners and the Public Law children team is currently in Band 2 for London.
5. Please see our web site [www.tvedwards.com](http://www.tvedwards.com) for further information in relation to our areas of practice and the profiles of our staff.

**The Family Department**

The Family department is based at our offices in Whitechapel and Clapham Junction. There are currently two joint heads of family, a family practice supervisor, fourteen solicitors, one legal executive, four consultant solicitors, three trainee solicitors, four paralegals and a client services coordinator in the department.

We are a firmly established and very experienced department with a friendly and supportive working environment, where wellbeing is considered very important. We offer flexible and hybrid working practices and have a strong commitment to training our staff. We deliver regular internal training courses for staff of all levels of experience. We also hold individual monthly supervision meetings, regular team and department meetings and have an open-door policy. Additionally, we have excellent software that integrates time recording and billing with case management. We are paperless, making remote working easy and effective.

**Child Abduction Solicitor**

The family department seeks to appoint an experienced family law solicitor with a specialism in child abduction matters. This is an exciting opportunity for the successful candidate to further develop their management and/or supervisory skills in a supportive and thriving children team and help take a key role in the child abduction team’s development and future.

Our comprehensive induction programme will introduce you to office systems, our electronic case management system and our policies and procedures.

**Description of Role**

* Running a caseload of family law files including international child abduction cases under the Hague Convention for both Applicant and Respondents, applications under the Inherent Jurisdiction/wardship, enforcement/recognition under Brussels II Revised, international permission to remove/relocation cases, private law children cases and domestic violence applications.
* Effective supervision of the child abduction team ensuring high levels of client care and substantive case work are maintained.
* Development of the child abduction team.
* Achieving goals set including in relation to time recording and billing.
* Undertaking advocacy on your cases and for colleagues, where appropriate.
* Keeping up to date with general legal developments, particularly relating to your specialist field.
* Ensuring that practices and procedures in the firm and departmental manuals are accurately adhered to in order to maintain professional, Legal Aid Agency, Lexcel and firm standards.
* The current team members are enthusiastic about developing the business, and marketing will also form part of your role, including: attending events, writing articles and being proactive on social media.

We expect all members of staff to work efficiently to ensure the continued profitability of the firm.

**Person Specification**

1. **Essential Characteristics**

* Resolution Specialist Accreditation, including Child abduction portfolio/Law Society Family Law. Advanced Accreditation including child abduction and wardship portfolio.
* Legal Aid Agency supervisor status or meets the criteria for LAA supervisor status.
* Detailed knowledge of Legal Aid Agency’s regulations and guidance.
* Advocacy experience, preferably at all levels of court.
* Ability to work within the Legal Aid Agency’s CCMS system.
* Excellent communication skills.
* Ability to prioritise tasks, work efficiently under pressure, and meet targets.
* Problem solving ability and legal research skills.
* Self-motivation and ability to motivate and support others.
* Ability to work within departmental management processes and respond effectively to management requests.
* Good IT skills.
* Adaptability and an enthusiasm to learn and develop skills.

1. **Desirable Characteristics**

* Previous experience of managing and/or developing a team.
* Proficiency in social media.
* Good marketing, networking and business development skills.

**The Application Process**

The firm welcomes applications from all sectors of society and is committed to equality and diversity in all aspects of practice and within this application process.

**Please note we are unable to consider your application without a completed TV Edwards Application Form.**

The application form together with completed equality monitoring questionnaire must be returned to Maria Walby at: [Maria.Walby@tvedwards.com](mailto:Maria.Walby@tvedwards.com).

Salary is commensurate with experience.

**The closing date for applications is Friday 27 January 2023.**

Staff Benefits include:

* A highly regarded and very experienced department to work within with good work sources.
* A friendly and supportive working environment, where wellbeing is considered very important.
* Flexible and hybrid working practices.
* Excellent career development programme.
* Performance-related bonus scheme.
* 25 days annual leave.
* 1 day of additional leave on your Birthday.
* Staff Pension.