



About Us :

LSL is a niche law firm that trades both as **Licensing Lawyers** (www.licensinglawyers.co.uk) and **Safety Lawyers** (www.safetylawyers.co.uk). Most of the work that we do relates to restaurants, bars, off-licences, clubs, festivals and concerts, taxis . Our clients include some big name companies, such as London Zoo, the Crystal Maze, the Jockey Club and the Superbowl chain, as well as a host of smaller organisations. We specialise in obtaining licences for these businesses, defending enforcement and providing advice. There is other work that we do, such as Town & Country Planning, Mobile Home sites and Environmental Protection.

We are somewhat non-traditional in our approach compared to other law firms and the focus is on providing the best service we can for our clients within our core principles of honesty and fairness. Our dress code is generally smart/casual, unless attending court or meeting with a client that expects a more traditional appearance.

Our business operates throughout the UK and we are recognised as a leading firm in our specialist areas. The firm is a sole practitioner business with a number of consultants who operate in different parts of the country. The work we have is more than we are currently able to manage and we want to establish an autonomous office, based in Wallingford, Oxfordshire. This is planned to be staffed by one full-time lawyer, one part-time lawyer and two part-time assistants, with further expansion in due course.

What are we looking for ?

We need two part-time assistants to help us . No legal qualifications are needed, but we would like to see a good educational standard and the ability to problem-solve.

The precise nature of the work will depend on the abilities of the individual but might include :

- Drafting and submitting licence applications
- Speaking to enforcement agencies
- Preparation of documents/court bundles
- Dealing with initial enquiries
- General administration
- Following up on outstanding invoices.
- Updating social media feeds

There may be a possibility of progression to become a Paralegal if this is of interest. All of the work is anticipated to be office-based.

We can be flexible on the hours of working. At this stage we would be looking for each assistant to work around 16-20 hours per week. It would be preferred if the hours of the two assistants can compliment each other, but this is not essential. As the business grows, there may be the opportunity for increased hours. Term-time or reduced school holiday working is a possibility.

What skills are needed ?

Essential	Preferred
<ul style="list-style-type: none"> • Self-motivated • Honest • Organised, with attention to detail • Good computer ability, including Word, Outlook and internet use • A wish to try and get the best result for the client • A 'can-do' attitude • An interest in the type of work that we specialise in 	<ul style="list-style-type: none"> • Experience of licensing, food safety or health and safety law • Experience of working in an office environment • Ability to work under pressure at times • Availability to work at least 10 hours per week • Advanced ability with Word, Excel and other IT software.

What is the pay ?

This will depend on ability and experience. We anticipate that the range will be the equivalent of £12-£18 per hour, payable monthly, with a bonus arrangement possible for new work that is introduced and undertaken.

When does the job start ?

At the moment, we are planning to be able to open the office towards the end of June 2017. It is hoped that the job will start on 3rd July and will initially be for a six-month period. Subject to performance and work availability, we anticipate that this would become a permanent position.

Anything else ?

Because of the work we do, there will be confidentiality requirements that will apply.

We will provide on-the-job training to assist in the work that you have to do.

We are supporters of a number of charities, including the Nasio Trust and the Air Cadet organisation. We expect all of the team to spend at least the equivalent of one day per annum giving time to an agreed charitable purpose. We will give one day paid leave each year to enable this.

There will be a informal interview and short assessment as part of the selection process.

How can you apply ?

Send a CV and any other information that you would like to give us to recruitment@lsl-solicitors.co.uk or post it to us at Prama House, 267 Banbury Road, Oxford, OX2 7HT. We strongly recommend a covering letter explaining why you are interested in the position and how you meet the skills needed.

We will need to take up two references before offering any position.

If you would like to have an informal conversation before applying, please contact Jon Payne at jp@lsl-solcitors.co.uk or on 0844 556 1191.