Job Opportunity

Title: Real Estate Disputes Paralegal
Department: Real Estate
Reporting to: A Partner in Real Estate

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

Role Specification

This is a fantastic opportunity to join the Real Estate Disputes team of our market leading, Real Estate department that provides high-quality advice to private and commercial clients. The department comprises of five main parts; Core Real Estate, Non-contentious Construction, Real Estate Disputes, Planning and Residential.

• Our core real estate team covers investment, development, branded real estate, asset management and secured lending;

• Our construction team provides non-contentious advice to developers, funders, contractors and consultants, acts on specialist construction disputes and negotiates and advises on all forms of construction contracts;

• Our residential team deal with high value purchases and sales, secured lending work on behalf of private banks and with a range of landlord and tenant matters;

As a Real Estate Disputes Paralegal, you will support Partners, Associates and other fee earners across a broad range of commercial and residential property disputes. Working under supervision, you will assist with case preparation, legal research, drafting and the day-to-day management of matters, while delivering a responsive and high-quality service to clients.

> Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.
> Nicola Thomas, Head of Talent Acquisition

Key Responsibilities

Responsibilities will include but are not limited to:

Legal and Casework Support

- Assist with commercial and residential property disputes, including landlord and tenant matters, title issues, rights of way and development-related disputes.
- Support unopposed and opposed lease renewals under the Landlord and Tenant Act 1954.
- Assist with possession proceedings, arrears recovery, lease covenant disputes, dilapidations claims and forfeiture matters.
- Support matters involving squatters, adverse possession, nuisance, easements, rights of light, rights of way, leasehold enfranchisement and insolvency issues.
- Undertake legal research and prepare clear summaries, chronologies, case notes and first drafts of correspondence and legal documents.
- Assist with the preparation and filing of court and tribunal documents, hearing bundles, instructions to counsel and supporting evidence.

Matter and Client Support

- Manage allocated tasks and aspects of matters under supervision, in line with the Firm's quality control procedures and the Lexcel office manual.
- Maintain accurate and well-organised matter files, monitor key dates and deadlines, and ensure documents and correspondence are saved promptly.
- Liaise professionally with clients, counsel, experts, courts, tribunals and lawyers on the other side, as appropriate and under supervision.

- Take work from a number of Partners and Associates, prioritising effectively and keeping supervisors updated on progress and capacity.

- Draft documentation and correspondence in line with house style, with close attention to accuracy, presentation and confidentiality.

- Support billing, time recording, matter opening and other administrative requirements, and contribute to the achievement of team financial targets.

- Contribute to business development, marketing, training and wider departmental activities, while developing legal knowledge and keeping up to date with relevant developments.

Person Specification

Our ideal candidate will possess most of the following attributes:

- Good degree (minimum 2.1) and good A levels (or equivalent).
- Successful completion of the Legal Practice Course, OR part qualified or fully qualified Fellow of the Institute of Legal Executives.
- A minimum of twelve experience within Real Estate Disputes in private practice.
- Meticulous attention to detail and able to demonstrate experiences of working as a team.
- Excellent time management and organisational skills.
- A demonstrable track record of gaining respect, trust and credibility to both internal and external clients.
- Excellent IT skills.

You will be proactive and a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



Benefits



Benefits

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office- based and home working which is a discretionary benefit depending on the role and responsibilities.

On joining	• Life assurance scheme – 5x annual salary (non-contributory) • Annual holiday entitlement – 26 days per calendar year (full time) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Yoga and physical training sessions • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift • Private Medical Insurance Scheme

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.

Family Friendly Policies

Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies cover:



Maternity
We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility. If eligible, EMP provides 100% of your salary in weeks 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

Paternity – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



Shared Parental Leave (SPL) – SPL allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



Adoption and Surrogacy
Full details can be found in our staff handbook, which will be provided upon offer of employment.



Ordinary Parental Leave – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

*further details of our family friendly policies can be found in the Staff Handbook

Inclusion & Diversity

Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

Developing a diverse leadership – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 35% female representation by 2027.

Attracting a diverse workforce – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

I&D at Fladgate →

As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success.

Helen Curtis-Goulding
I&D Partner Lead



Wellbeing

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



Physical Health

- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app
- Bupa private medical insurance (optional benefit to join after six months' service)



Financial Health

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

Fladgate LLP
16 Great Queen Street
T: +44 (0)20 3036 7600
E: fladgate@fladgate.com

This document is for general guidance only and does not constitute legal advice on which the recipient can rely.
Specific legal advice should be obtained in all cases.
This material is the copyright of Fladgate LLP and is not to be reproduced in whole or in part without prior written consent.
Fladgate LLP is regulated by the Solicitors Regulation Authority under SRA number 484783.
Fladgate LLP: registered number: OC334334 and registered office address: 16 Great Queen Street, London, WC2B 5DG.