



Edward
Connor
Solicitors

Legal Team Support Specialist (Charity)

Job vacancy

Are you a pro-active, servant-hearted team player looking for an opportunity to enable gospel ministry to flourish?



We are a law firm like no other, providing Christ-centred legal expertise to Christian organisations, combining the skill and specialism of a high-quality law firm with the gospel mission of a Christian charity.



Our team of experienced, Christian lawyers already serve diverse Christian organisations in a wide variety of unique work. But we need to grow our existing team of high-quality and servant-hearted support specialists in order to enable our fee-earning teams to meet the increasing demands of the Christian market we love to serve.



We are seeking a servant-hearted, proactive team player who will help us provide Christ-centred legal expertise to churches and charities. You will provide vital support to our fee earning staff and excellent client care through administrative services and matter management assistance. Using your excellent literacy, communication and computer skills you will reduce the administrative burden on fee earners, help processes to work more efficiently and be an important cog in seeing gospel ministry flourish.

Apply

CONTRACT: Full-time. Based at home, or at our Market Harborough office or Nottingham hub.

OCCUPATIONAL REQUIREMENT: The job holder must be a Christian in full agreement with our Basis of Faith.

APPLICATIONS: For an application pack or further details email info@edwardconnor.com

“Having good support staff means that everything just works more efficiently, so that those of us advising clients can offer them a quick and cost effective service and focus on the legal issues that they need to sort out.”

Caroline Eade
Head of Charities



www.edwardconnor.com



info@edwardconnor.com



01858 411 568