

**Newsflash 23 June 2017**: We are excited to announce we are again actively seeking to expand our team! This time, we are looking for experienced lawyers to join our consultancy. Please apply via the website. Closing date: 4pm Friday 14 July 2017.

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| **JOB TITLE:** | Associate |
| **JOB REF:** | SCL02A |
| **OFFICE LOCATION:** | Battersea London SW11 (10 minutes from Clapham Junction and Clapham South), and remote-working opportunity |
| **WORKING HOURS:** | We anticipate offering up to 15 hours per week of work on a flexible basis. Some work will be on site in SW11 and some can be done remotely. We are not offering employment at this stage: this is a contracting position. |
| **ORGANISATION DESCRIPTION:** | SCL is a legal consultancy and training provider based in SW11 London. SCL is run by an entrepreneur solicitor-advocate who is an ex-City and ex In-House senior lawyer. SCL has been in operation for over 3 years and has enjoyed rapid success since its establishment. SCL currently has 2 part-time flexible associates: 1 paralegal and 1 administrator/office manager.  As a company we aim high and give business-oriented legal, commercial, strategic and training support to clients in the construction, engineering, development and technology sectors. We work smartly and use technology to maximise our effectiveness and efficiency. More information can be found on our website [www.schutteconsulting.co.uk](http://www.schutteconsulting.co.uk) |
| **ROLE DESCRIPTION** | Specialist lawyer with industry experience (Associate). |
| **KEY RESPONSIBILITIES** | Core duties include:   * Legal consultancy/ advice and support to industry clients on non-contentious and contentious matters throughout the life of a project * Writing articles for publication * Contributing to client newsletter, social media etc * Know-how development and maintenance * Writing training material for workshops * Assistance in developing office procedures to support SCL’s plan for growth   The role is flexible and will be as wide as the candidate’s abilities allow.  Opportunities dependent upon performance review include:   * Travel within and outside of the UK * Additional hours of work * Shadowing/ assisting in training workshops * Assisting at events, conferences etc |
| **PERSON SPECIFICATION** | We are keen to hear from those who learn quickly and have aptitude and willingness to take on responsibilities early, and see them through, and can work closely with the principal.  Candidates who are already working in flexible positions or networks, or who have stepped out of employment to pursue non-traditional work or for personal reasons, may be particularly suited to the role. |
| **THE CANDIDATE – ESSENTIAL & DESIRABLE** | * Qualified lawyer (solicitor, barrister, Ilex or equivalent) * Legal, business or technical experience in one or more of the construction, engineering, development and technology sectors. * Previous industry / in-house employment or experience * Strong initiative, curiosity and hunger to contribute meaningfully to SCL and its clients’ businesses. * Well-presented with honed social and networking abilities |
| **SKILLS & EXPERIENCE – ESSENTIAL & DESIRABLE** | * Excellent oral and written communication skills. * Excellent interpersonal skills and the ability to provide a seamless, integrated team approach to service delivery * Attention to detail and the highest quality standards * Initiative and ability to work pro-actively * Good planning and organisation skills with the ability to quickly adapt to changing priorities * Excellent knowledge of Mac OS and MS Office * Well developed IT skills including a good typing speed, knowledge of document retention, storage and cloud-based solutions * Ability to work creatively and to strive to seek out and implement solutions * Flexible approach * Fluent English plus one or more working languages: French, German, Spanish, Italian or Portuguese |
| **QUALIFICATIONS – ESSENTIAL & DESIRABLE** | * 2:1 degree or above (or equivalent) |