Job Description

Role: **Housing Disrepair Fee Earner**

Department: **Housing Disrepair**

Overview

We are looking for a Fee Earner to join our expanding Housing Disrepair department, based in Newcastle.

Role & Responsibilities

The successful candidates will be required to:

* Undertake caseload of 75+ files from inception to settlement
* Checking and review of initial information
* Identifying and processing files to be rejected
* Talking to potential clients to assess the disrepair to their property and whether there is a claim to be made.
* Drafting Letters of Claim
* Reviewing disclosure and calculating quantum
* Checking and recording/diarising important dates (e.g. protocol expiration, offer expiration, , application for judgement, directions, trial)
* Keeping individual client database/files up to date
* Reviewing files and reporting regularly to clients, introducers, team leaders or others
* Liaising, instructing and negotiating with solicitors, courts, Counsel and other agencies
* Reviewing surveyor reports
* Liaising and negotiating with councils, housing associations, solicitors, courts, Counsel and other agencies
* Preparing files for issuing court proceedings
* Drafting court documents
* Preparing/reviewing witness statements
* Preparing files for trial
* Considering information/updates in relation to legal procedures and/or assessment of quantum
* Dealing promptly with telephone and email enquiries from clients
* Continual risk assessment
* Assisting other team members as necessary
* To carry out such other duties as might reasonably be requested by the Partners

Candidate Requirements & Attributes

* Prior Housing Disrepair experience is required
* 1 year Litigation experience
* IT literate in MS Office
* Strong organizational skills and ability to prioritise
* Attention to detail
* Team player with a positive and enthusiastic approach
* Ability to cope with conflicting demands and meet deadlines
* Ability to communicate at all levels, both verbally and written

Salary

A **competitive** salary will be offered.

Hours

Monday to Friday 9am until 5pm with 1 hour unpaid lunch.

 About TRUE

Recognised by the Legal 500 and with over 25 years’ experience, we are regarded as one of the top specialised Law Firms in the UK & we are delighted to be ranked once again in the **2023 UK Edition for Personal Injury and Clinical Negligence**. We’re also committed members of APIL (Association for Personal Injury Lawyers) and a dedicated law firm for Headway (The Brain Injury Association).

Across our two offices (Newcastle & Birmingham) our experienced solicitors and their talented teams focus on obtaining compensation for clients who have suffered as a result of a personal injury, medical negligence, credit hire, financial mis-selling or housing disrepair. We also have our dedicated residential conveyancing team accredited by the Law Society, helping those buying, selling or re-mortgaging their homes, and a fantastic strategic support network comprising HR, Marketing & Business Development, Finance and Compliance.

We pride ourselves on delivering expert, professional, and trustworthy support to our clients, which has been reflected in our Trustpilot Reviews - We’re delighted to be rated ‘Excellent’ by our clients. Maintaining this service is incredibly important to us.

TRUE Perks

We’re proud to offer our employees:

* Performance Based **Bonus Scheme**
* **23 days holiday, plus Bank Holidays** per annum increasing to 26 days. Additional holiday for 5 years’ service.
* **Holiday Purchase Scheme** (You can buy up to 1 week’s annual leave).
* **Attendance bonus**.
* Quarterly funded **team-bonding activities**
* **Death in Service** following 1 years’ service
* Auto-enrolment **Company Pension**
* **Employee Assistance Programme** 24 hour helpline
* **Travel to work schemes**; Bike to Work Scheme, Public Transport Pass Scheme
* Annual flu jab and eyecare scheme.

To apply, email your CV and covering letter: **HR@true.co.uk**