

# LONDON LAW COLLECTIVE

**Role Title:** Professional Support Lawyer  
**Reporting to:** CEO  
**FT/PT:** Initially 4 hours per week (and thereafter as agreed with the CEO)  
**Location:** London  
**Rate:** Competitive  
**Deadline:** 6th May 2022

## About London Law Collective

At London Law Collective we believe that collectively we do more than working alone. We are made up of experienced lawyers with different backgrounds and skills, drawn together by a sense of excitement of empowering business, building long-lasting relationships, and providing the highest quality legal advice.

We combine our team's specialist talent, experience, and knowledge across many areas of law with our shared values, so that we can make a positive difference to our clients' innovative and high-growth start-ups, helping them to unlock their potential. Our experience tells us that CEOs and founders want clear solutions without the complexity, quickly, and at a price that makes sense. Our ambition is to do that while offering a first-class service, often reserved for the bigger clients in the largest firms.

We also believe in making a positive contribution to the world around us, and by helping our clients do likewise.

We are an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all our team.

## About the Role

This role will work closely with London Law Collective's fee earners, to support their professional needs so that we are able to continue to deliver a first-class service to our clients.

The successful candidate will be an experienced corporate and/or commercial lawyer who is well-organised; pro-active; is comfortable with taking the initiative; and is collaborative in their approach.

It is a role that will evolve over time and may suit a person who is taking a career-break but is keen to stay involved in the profession and keep their knowledge up to date.

## Responsibilities

As a Professional Support Lawyer at London Law Collective your main responsibilities shall include the following:

- Initial review of the LLC Know-How system with a view to recommending improvements.
- Establishing and maintaining a database of template documents (meaning documents that have been cleaned of client information) and checklists for them, including:
  - Co-ordinating with the team to agree what template documents and/or checklists would be helpful and/or are necessary.
  - Assigning a fee earner to each template document and/or checklist and working with that fee earner to review and keep up to date the template document and/or checklist.
  - Working with the relevant fee earner to develop and update a guidance coversheet for the use of each template document and/or checklist.
  - Helping to develop the LLC house style and ensure that all template documents and checklists are maintained in this style.
- Developing and agreeing an approach to creation of a database of 'deal precedents' (meaning actual documents previously used in "live transactions"), including:
  - Designing a better structure for the storage of deal precedents.
  - Developing an effective system to ensure that the fee earners provide relevant deal precedents, as they become available.
  - Working with the relevant fee earner to develop and update a guidance coversheet for the use of the relevant deal precedent.
- Responding to technical legal questions from the team (including carrying out research as required).
- Working with the team to identify areas for training and helping to organise delivery of that training.
- Working with the communications team to provide regular internal updates to the team, via the LLC monthly newsletter, "Collective Update", including:
  - Recent matters that LLC have been involved in and any points of learning arising from them.
  - Drawing the team's attention to recent legal developments.
- Working with the communications team to provide quarterly legal updates via LinkedIn.
- Tracking completed deals within the firm and working with the communications team to publicise them appropriately, and in a timely manner, for example via LinkedIn and PitchBook.

## Candidate Requirements

- To have senior experience of corporate and/or commercial practice.
- Demonstrable experience of the main functions of the role.
- Experienced user of the Microsoft Office suite.
- Good communication and interpersonal skills.
- A satisfactory DBS disclosure.

Please send a covering letter and CV, addressed to [applications@londonlawcollective.com](mailto:applications@londonlawcollective.com)