

Job Profile: Legal Advisor (Probate, Trusts & Property) 3 days/22.5 hours per week to 5 days/37.5 hours.



Join the Mencap Trust Company team and use your legal skills to support people with a learning disability to live happy and healthy lives.

What will you do

- This role is part of the Mencap legal team and focuses on the smooth and efficient transfer of funds into a [Mencap Trust Company](#) trust to support a loved one with a learning disability or autism to live a happy and healthy life.
- This is an in-house role that will involve liaising with (but not advising) family members and friends looking to make a lifetime gift into a discretionary or disabled person's trust, or liaising with executors where money or property has been left to a trust to ensure the swift and efficient transfer of assets into the trust.
- As a qualified lawyer with significant experience (minimum 2 year PQE) specialising in probate, wills and trusts, you will also bring your legal and technical skills to support wider aspects of Mencap Trust Company's work, including:
 - Supporting the Marketing and Trust Set Up teams to respond to technical queries
 - Preparing deeds and trustee resolutions required as part of our trust administration service
 - Assisting with the transfer of the family home into a trust and with the management and sale of trust properties
 - Supporting the Trust Accountant and Director with technical queries as part of the trust wind up process.

You will

- Act as legal advisor to the Mencap Trust Company team across all aspects of the trust lifecycle, and together with the Trust Director and external Trust Law advisors, develop and deliver appropriate internal training and identify and implement improvements to processes, guides, templates and documentation.
- Lead on the trust activation process, liaising with families, executors and other third parties to ensure that funds are received and receipted efficiently and all appropriate paperwork is completed and recorded.
- Develop and deliver seminars to raise awareness of trusts and their benefits for families of people with a learning disability.
- Be a great team player and support Mencap Trust Company's wider marketing, trust services and undertaking ad hoc projects as required to support MTC in general.

What will you bring

- A commitment to improving the lives of people with a learning disability.
- Ability to communicate complex information in a way that is easy to understand.
- Highly organised with excellent admin skills and attention to detail.
- Warm, patient and helpful customer service approach.
- Integrity and professionalism.
- A team player with a flexible “can-do” attitude.
- Confident and professional with internal and external stakeholders.
- Ability to deliver accurate work under pressure and to deadlines.
- Excellent communication, negotiation and inter-personal skills, with a confidence in writing and dealing with numbers.
- Commitment to building equity and inclusion.
- A willingness to learn and grow professionally.

Qualifications required

- For this role you would need to be a Solicitor or Barrister qualified to practice in England (or comparable jurisdiction) preferably holding a practicing certificate. Previous in-house experience would be viewed positively.

Essential key skills, experience and abilities required for this role

- Significant experience (2+ years PQE) focusing on wills, trust law and probate.
- A STEP qualification would be highly desirable.
- Excellent drafting and negotiation skills.
- Experience of conveyancing/property law/housing associations desirable.
- Able to evaluate complex issues and deliver clear, focused advice.
- Analytical thinker and problem-solver.
- Confident and effective communicator across all levels and understand how to share insights with stakeholders.
- Strong legal administration and casework experience and success in dealing with a broad caseload of clients at any one time.
- Experience of developing templates, precedents and guidance notes.
- Experience of delivering talks, seminars and training.
- Good IT skills including full working knowledge of Microsoft Office and CCH Central (or similar systems with a confidence to learn new IT packages).
- Experience of working well in a small team, with minimal supervision - being pro-active, finding solutions and improving things.
- Experience in building effective and professional working relationships with external partners and organisations.

More information about this role

Location: This role could be office or home based. If home based there would be regular (at least monthly) attendance at the Mencap Centre of Engagement: 20-22 Commercial Street, London E1 6LP.

What will Mencap give you

Salary: £51,276 per annum (pro rata FTE 0.6 £30,766). This is advertised as a part time role for 3 days or 22.5 hours per week but there is some flexibility on the exact number of hours/days and we would welcome applications from candidates looking for 2 to 5 days per week roles.

Pension, salary sacrifice loans for things like season tickets, mobile phones, computers, laptops and tablets and discounts on high street / supermarket shopping, holidays, days out, gym membership and cinemas.

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant to this position

If you require any further information please contact our Recruitment team on 01733 246699

Mencap's values and how they apply to this role



We are **brave**
we challenge and
try new things

You will work with the team to learn new things, take on new challenges and advocate for improvements to our processes and ways of working.



We are **inclusive**
of everyone

You will role model an inclusive approach in your work with colleagues and the families we support.



We are **kind**
to everyone

You will be kind, supportive and encouraging to everyone you interact with.



We are **passionate**
about making the
world a better place

You will have a genuine passion for supporting people to make use of their trust to live happy and healthy lives.



We are **positive**
in our work and
with each other

You will celebrate team successes and approach challenges with a positive mindset.