

## Together to Beat Poverty

Job Title:	Trainee Property Solicitor
Department:	Governance
Responsible to:	Property Solicitor
Salary:	£27,923 Year 1 £35,908 Year 2
Qualifications:	Stage 1 and 2 of the SQE or equivalent
Date:	May 2022

### Role Overview

As our trainee Property Solicitor your role will be to support the Property Solicitor to provide legal advice and assistance in property related law and practice. We are a values-based organisation and whilst experience is desirable your values and the value you can bring to ClwydAlyn is more important to help us achieve our mission of 'together to beat poverty'.

This is a new role within the Governance Team, you will be driven and enthusiastic and have the freedom to develop yourself and the role as your own experience matures.

### Knowledge and Abilities

As the Trainee Property Solicitor, you will be involved in all aspects of property law including:

- 🏠 Investigating the freehold titles and identify title issues and the appropriate steps to resolve the title issues.
- 🏠 Dealing with paper/original title deeds.
- 🏠 Using the Land Registry online portal to locate and obtain title documents and title plans.
- 🏠 Preparing First Registration applications ready for submitting to Land Registry.
- 🏠 Submitting First Registration applications to Land Registry and monitoring the progress of the applications.
- 🏠 Responding to and dealing with enquiries and Requisitions raised by Land Registry.
- 🏠 Keeping an accurate record of the applications submitted ensuring they are progressing at an appropriate and acceptable rate.
- 🏠 Preparing update reports periodically for the benefit of the Supervising Solicitor, Head of Department and Executive Team.
- 🏠 Working in-house means that ClwydAlyn is your sole client. Teams and departments within ClwydAlyn will seek advice on a wide range of matters relating to property and land law. You will be required to work as part of the legal team to take instructions from colleagues and confidently

discuss or research specific matters and identify solutions to problems and provide advice by way of verbal communication, letters, emails, or written reports.

- 🏠 You will be required to liaise with the Groups external solicitors on property related matters
- 🏠 Collaborate with external partners on relevant projects and build a network of great relationships within the sector to develop common responses to emerging issues in Social Housing.
- 🏠 Assist the Property Solicitor with disrepair claims against us.
- 🏠 Any other tasks relevant to the role that may arise from time to time.

## Values

- 🏠 ClwydAlyn's core values are trust, hope, and kindness. You should reflect these values when dealing with others.
- 🏠 You should always be approachable and helpful, acting professionally with integrity and diligence and be open and honest in all your dealings and expect others to be transparent in how they work.