

Roehampton Internship Scheme – Swabey & Co.

Role Title: Legal Administration and Admin Intern

Location: Riverbank House, 1 Putney Bridge Approach, London SW6 3JD

Hours: (83 hours maximum)

Salary: £12.05p/hr

Start date: ASAP (from May onwards)

Schedule: Full-time across two-three weeks

About Our Company

Swabey & Co. is a small Solicitors' Practice based in West London and established in September 2003. The solicitors in the practice have particular expertise in collective enfranchisement and certain areas of litigation.

The principal practice areas are:

- Land Reform – including collective enfranchisement cases, lease extensions and Right to Manage claims;
- Landlord and Tenant issues including licences for alterations and service charge disputes;
- Commercial leases, including renewal, forfeiture and insolvency related issues;
- Title issues including rights of way disputes;
- Residential and Commercial Conveyancing; and
- Contractual disputes with emphasis on the use of mediation.

Unique points: the practice has dealt with and continues to deal with complex collective enfranchisement cases. For a small practice we take on a relatively wide range of cases and act for quite a variety of clients

Internship Duties & Responsibilities

- Filing and archiving project – checking for original documents and noting completion and destruction dates – this will be the main role with some additional tasks:
- Legal research on West Law and other topics as required for ongoing cases
- Assisting with document preparation from time to time and as required
- Broad, administrative support
- Accounts support

Person specification

Essential:

- Competent using MS Word and Excel
- Prior office and administrative experience – ideally, one month minimum
- Ability to work independently and use initiative

Desirable:

- This opportunity is suited to a final year law student
- LPC exams passed and desire to qualify as a solicitor
- Experience working in a law firm or a similar role

This section to be completed by Roehampton University

To Apply:

Please visit CareerLink via the following link: <https://roehampton.careercentre.me/u/5pnu9eho> and then click 'Apply here' which will take you to the Santander platform. If you have any questions, then please feel free to email: internships@roehampton.ac.uk

Closing date:

We reserve the right to close this opportunity early should sufficient applications be received prior to the closing date.