

**conveyLAW**  
CONVEYANCING  
LAWYERS

British Conveyancing Awards  
2022 from the office. We are  
nominated for two awards  
tonight. Go team!!!  
#BCAwards2022

# Benefits of Working for Convey Law

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# Benefits of Working for Convey Law

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Convey Law is a friendly, family run professional conveyancing legal practice, with the infrastructure and working benefits of a large corporate organisation.

The provision of exemplary client service is our mantra.

**We work hard individually and collectively to be the best that we can be.**

**We look after each other and those who need our help and support.**



# Remuneration



## £ Salary Packages, Appraisals and Reviews

Our salary remuneration packages are the most competitive in the conveyancing industry. Our transparent salary structure is linked to competence, experience and performance. We all enjoy regular salary reviews and appraisals.

## Flexible Working Hours

Whilst we endeavour to work to normal business hours of 9am to 5pm, Monday to Friday, we have the flexibility to vary our working hours to accommodate special occasions or circumstances whilst always ensuring that client service standards are maintained.

## P Subsidised Parking

Subsidised car parking at a cost of £30.00 per calendar month is available, either at our premises or at nearby NCP car parks, subject to availability.

## + Bonus Scheme

Our Bonus Scheme has been in place for over a decade, is applicable to all individuals and is paid quarterly, based on the successful completion of achievable targets. We are implementing a Profit Share Scheme to reward loyal members of staff with Company Shares which will attract annual Dividend payments representing a percentage of pre-tax Company profits.

## / Hybrid Working

We enjoy the ability to work from home or in the office, subject to individual preference and team training, coaching, wellbeing and practical working requirements. Approximately 50% of our team work from home, whilst others enjoy a vibrant office environment – or a mixture of both. Support is available for those working from home to ensure that they have the correct equipment to work effectively and comfortably.

## £ Contributory Pension Scheme

Our voluntary workplace pension scheme currently allows for an individual salary contribution of up to 5% with a corresponding 3% Company contribution.

## ⌚ Overtime

Overtime is available at key times of the year when we are very busy or if we experience unexpected staff shortages.

## 👤 Employee Referral Bonus

We are always on the lookout for talented individuals. If you know someone who would enjoy working with us please let us know. Generous new employee referral bonus payments are available!

## 🏠 Subsidised Conveyancing

We enjoy heavily discounted legal fees for our own property transactions:

5 years service	£150.00 plus Vat plus disbursements
1 to 5 years service	£250.00 plus Vat plus disbursements
< 1 years service	£350.00 plus Vat plus disbursements



# Recognition

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## Recognition and Awards

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Our Team and Personal Awards recognise and reward individual and collective achievement on a daily, monthly and annual basis. Financial rewards, trophies and the publication and celebration of exemplary service are an integral part of our culture.



## Long Service Awards

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Our long service awards recognise individuals who achieve 5 and 10 years' service or more, with recognition and rewards to celebrate their wonderful commitment and loyalty.



## Birthday Celebrations & Additional Time Off

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We enjoy a day off on our Birthdays after 1 year of continuous service! Those that don't take a sick day throughout the year are rewarded with an additional day's holiday the following year.



## Support with Charity Fundraising

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Charity fundraising and supporting those that need our help is good for the soul. We are the most successful charity fundraising legal practice in the UK. We have raised hundreds of thousands of pounds for our chosen charities over the years through our Conveyancing Foundation Charity Lotto. We hold regular charity fundraising days and support charity adventure initiatives, with staff members nominating the wonderful charities that we support.



## Social Fund for Staff Parties

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We love a great party! We enjoy Company sponsored team and staff parties and key social events throughout the year and our Christmas Gala Dinner is always a must attend event held at an excellent location.



# Development

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## Industry Leading Training & Development

Our in-house award winning Training Academy caters for our individual and collective training requirements. We actively support and promote personal development and career progression and course sponsorships are available for Licensed Conveyancer, Paralegal and other relevant qualifications.

## Mentoring, Coaching and Teamwork

Our mentoring and coaching systems ensure that Managers and Senior Conveyancers are appointed to help coach, nurture, mentor and train individuals to achieve their full potential. We work in small Teams and Cohorts who look after each other to achieve the best results and training for everyone.



# Health and Wellbeing



## Wellbeing Training and Guidance

We enjoy pioneering wellbeing support and guidance, with full access to the industry leading Conveyancing Foundation "Be Kind We Care" Wellbeing HUB, which is our mantra for how we look after and respect each other.



## Holiday Cover

We provide holiday cover when individuals are away on annual leave. This maintains consistency of service delivery and provides peace of mind whilst we are on holiday.



## Individual Counselling

Complimentary and confidential counselling is available from our in house counselling team. We are developing our Mental Health First Aider and Wellbeing Team as well as counsellor-led group in house training.



## Workload Management

The number of clients we look after is managed carefully, in line with experience and capability, to ensure consistency of service delivery. Our conveyancers enjoy some of the lowest caseloads in the UK and are supported by a first class network of professionals in our administrative and legal teams.



## Stress Busting and Pampering

We enjoy complimentary wellbeing and stress busting initiatives such as acupuncture, massage, yoga as well as nail and hair pampering at seasonally busy times of the year or before key Company events.



## Back to Work Private Healthcare

Complimentary medical consultations, scans and physiotherapy is available for individuals who are struggling with NHS diagnosis or waiting lists. We aim to look after each other and to make sure that we are fit and well as soon as possible when injury or illness strikes.





# Health and Wellbeing

## Time Away From Work

Time away from the office due to illness and family circumstance is assessed on an individual basis with compensatory salary adjustments based on consistent hard work, working time back, compassionate leave or statutory sick pay. Our Directors exercise their discretion to allow for long and short term illness and salary payments.

## Exercise and Fitness

Discounted local gym fees are available and all members of staff are encouraged to exercise regularly and take part in our voluntary charity fundraising adventures and events.

## Great Environment

We work in a great environment where we have all of the tools and support to excel in our roles. Our case management system is the best in the conveyancing industry and we enjoy the most up to date IT facilities to allow us to work well from home or in the office. Our state of the art offices are designed for conveyancing specialists, with break out areas to play pool or to just relax with a complimentary tea or coffee.

## Sabbaticals

Broadening horizons through travelling is fun and helps to make us more rounded and we are accommodating in relation to short unpaid sabbaticals from work during less busy months at the start of the year.

## Maternity & Paternity Leave

With such a young workforce we enjoy the arrival of a number of new Convey babies every year! We understand the need to spend time with the new arrival and are fully accommodating in relation to extended maternity and paternity leave. Returning to work can be challenging for new mothers and we look to accommodate part time working, often in less pressured roles, and a phased return to work where required.

## Tools & Support to Succeed

We have access to the training and support required to ensure we are the best that we can be. Our family and team based environment allows for strong friendships and camaraderie to flourish. We enjoy our work, colleagues, professional development, helping others and providing an excellent service for our clients.



# Welcome to Team Convey!

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If you are interested in working for us or want more information in relation to any benefits please contact:

**Telephone:** 01633 261284

**Email:** [recruit@conveylaw.com](mailto:recruit@conveylaw.com)

**Web:** [www.conveylaw.com](http://www.conveylaw.com)





# conveyLAW

CONVEYANCING  
LAWYERS

**Address**

Maxwell Chambers,  
34-38 Stow Hill,  
Newport,  
South Wales,  
NP20 1JE

**Telephone:** 01633 261284

**Email:** [recruit@conveylaw.com](mailto:recruit@conveylaw.com)

**Web:** [www.conveylaw.com](http://www.conveylaw.com)



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