**DEPUTY FAMILY PRACTICE MANAGER JOB DESCRIPTION**

Reporting to: Family Practice Manager

Hours: 9.00-18.00

**Job Description**

1. Promoting the Family team and individual members with solicitors. Promoting the teams and individual members through networking and development of good relationships with solicitors through outreach work, sharing information e.g. with other teams to identify marketing opportunities and plan outcomes, and realising these in practice with assistance from the Marketing Officer as necessary.
2. a) Undertaking practice reviews for the Family Team and implementing necessary changes.

b) Understanding and recognising the capabilities of the team and its individual members in depth.

3)      Upkeep of diary and future booking troubleshooting.

4)      Dealing with any diary clashes that arise, arranging cover and transferring papers

5) Ensuring all papers are received or chased in advance of hearings

6) In the absence of junior staff, booking in papers.

7)      In the absence of junior staff, liaising with all parties and listing of cases.

8)      a) Cross selling and marketing (attending team events/lunches etc) with existing and prospective clients.

b) Handling existing client portfolio and maintaining excellent communication and loyalty.

c) Working in collaboration on campaigns with marketing staff and clerks from other teams to generate new leads.

d) Participation at chambers’ seminars and events, both external and internal, that create value for the business.

9)      Negotiating fees.

10)      Attending team meetings.

11)      Monitoring and dealing with email and telephone communications.

12)   Liaising with Revenue Control where necessary.

13)   Managing junior clerks.

14)   Any other duties as deemed appropriate by the Family Practice Manager.