



Paralegal (Property)

Reports to: In House Counsel (Property)

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

I am responsible for providing high-quality **administrative and legal support** to the Residential, Commercial and New Homes Property teams, enabling them to deliver a wide range of commercial and residential property matters efficiently and effectively.

I support **the progression of a wide variety of property matters** including freehold and leasehold acquisitions and disposals, shared ownership leases and staircasing transactions, commercial leases, deeds and ancillary property documentation, and other matters as instructed. I assist with drafting, title investigations and due diligence (with supervision as required), ensuring matters progress in a timely and organised way.

I support colleagues across the business, answering general enquiries and escalating these appropriately where supervision or technical input is required. I also **contribute to larger cross-team projects**, including legal due diligence and title review exercises connected with **charging and securitisation programmes**, helping to secure funding to support the delivery of new and existing homes.

I take responsibility for **maintaining accurate and up-to-date records** on the case management system, ensuring data integrity and supporting reporting requirements. Working with the Legal Operations Team, I contribute to improving processes, identifying efficiencies and supporting effective governance.

I am highly organised, keen to learn and able to manage competing priorities. I work independently within an appropriate level of supervision and collaborate effectively with colleagues across the legal team and wider business. I take a positive proactive approach to learning and problem-solving and **consider the wider commercial and operational impact of legal issues on the organisation.**

My skills and experience include:

I am educated to A-Level standard or equivalent or have a minimum of 2 years experience in a similar role.

I have a practical understanding of property law, including drafting documents and carrying out due diligence with appropriate supervision. I undertake allocated tasks and support senior members of the team in progressing matters.

I produce high-quality work to deadlines and can manage changing and competing priorities. I use my initiative appropriately and communicate clearly, managing expectations and explaining legal issues in a way that supports the business, seeking guidance when required.

I am developing my understanding of the wider commercial context and how legal matters impact organisational objectives, and I work collaboratively with colleagues to support the team in delivering its objectives.

I am proficient in Microsoft Office applications.

The skills I will develop include:

I will take ownership of my ongoing personal and professional development through BFL's internal Academy platform and external training, seminars and webinars.

With supervision and feedback from senior team members, I will develop my technical knowledge in residential, commercial and development property matters.

I will build my understanding of the housing sector, including how property transactions, asset management and funding structures support the delivery of affordable homes.

I will seek opportunities to broaden my experience, embrace feedback and continuously improve my contribution to the team and BFL's purpose.