

A man in a grey suit and light blue shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated around a table. A woman with blonde hair is visible in the background, and a man is in the foreground, seen from the side, looking towards the speaker. A small potted plant sits on the table.

Forward thinking
Straight talking

Real Estate Paralegal

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	Real Estate Paralegal
LOCATION:	Leeds
CONTRACT TYPE:	Permanent

The *role*

A position has arisen in our Real Estate team to support senior team members with a range of estate management work and working closely with a leading EV charging company on its roll out of charge points across the country.

The team has a wide range of estate management and acquisitions / disposal work from occupiers and investors and in addition have a growing number of Telecoms project instructions supporting several of the UKs largest telecoms infrastructure providers.

The real estate sector and particularly the Telecoms sector is buoyant - so a very exciting time to join indeed! The work is expected to continue to increase due to technological advances and the need for new infrastructure require further property interest and renewals.

You will be given an opportunity to broaden and develop your skills with a view to assuming greater levels of responsibility.

The *team*

Join our dynamic Real Estate team in Leeds and work alongside professionals who are passionate about delivering exceptional results. We advise international and UK market-leading retailers, hotel operators and private equity investor owners, giving you exposure to high-profile, complex matters.

You'll collaborate closely with our Leeds Real Estate Partners, James Sargent and Miranda Stirling, and learn from a talented group of Associates, Solicitors and Paralegals who bring expertise and energy to everything they do. This is a team that values knowledge-sharing, innovation and straight-talking advice, and you'll be right at the heart of it.

The *person*

We are interested in speaking with candidates who have a keen interest in law, a thirst for learning; enjoy working in a team and who have an eye for detail. Our successful candidate will have a degree in law and at least 2 years' experience working within Real Estate

Duties will include:

Providing a wide range of services to the Real Estate team including but not exclusively:

- Carrying out title due diligence and preparing reports on title;
- Drafting various estate management documents including , leases, licences, surrenders and deeds of variation;
- Negotiating and completing code compliant Telecoms leases and renewal leases;
- Working as part of a wider team on projects involving multiple sites;

- Attending internal and external team / progress update calls and meetings;
- Contributing to internal and external training.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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