

Job Description: Director of Training and Quality

Reporting to:

CEO

Purpose:

We are looking for an experienced Director of Training and Quality to play a key leadership role within the business, combining technical excellence with a learning and development focus.

The role includes supporting our newly recruited consultant property lawyers in understanding our systems and procedures as well as developing the experienced consultant property lawyers in improving their skillsets. The role will support with technical supervision, supporting colleagues with complex legal queries and helping to drive consistency and quality across the business. It will also provide oversight and support to the Onboarding Executive.

This is a great opportunity for an experienced candidate to put their property experience to use in a varied role.

Responsibilities:

- Develop and deliver virtual training to new property lawyers joining the firm;
- Create and maintain training materials to support new and existing property lawyers as required;
- Work closely with the Director of Compliance to improve service delivery and client experience;
- Provide support and guidance to consultants in relation to the requirements of the SRA, CQS and Lexcel, as well as policies and practices within the company;
- Be a secondary point of contact for any issues or queries that arise from the consultants regarding technical queries and/or queries concerning legislative changes or best practice;
- With support from the Recruitment Executive, reviewing candidates' suitability to join the firm as residential property consultants;
- Undertake file reviews on a minimum annual basis for fee earners, to ensure independent and impartial reviews are conducted across the company, the results of which are to be reported back to the consultant, Head of Audit, including identifying areas of non-compliance and ensuring these are rectified;
- Hold Training Principal role with the SRA;
- Maintain the precedent bank insofar as it relates to residential property;
- Direct line management of the Onboarding Executive;

Requirements:

- Qualified solicitor or Licensed Conveyancer with minimum 8 years PQE.
- Previous experience of running a varied conveyancing case load.
- Previous experience creating and delivering training material to conveyancers.



- Good technical knowledge of the conveyancing process including grants/assignments of commercial leases, purchase of residential new builds, shared ownership sales/purchases, auctions sales/purchases, unregistered land, and the ability to research where appropriate.
- Good management, organisational and project management skills.
- Good problem solving and communication skills.
- Working knowledge of the requirements of the SRA, CQS and Lexcel.
- Ability to work to deadlines and achieve results.

Cultural Fit with FDR Law:

We are a collaborative team, all passionate about supporting the ambitions of our property lawyers. We pride ourselves on being entrepreneurial rather than corporate and always strive for excellence in all that we do. We provide a supportive, fun place to work, creating regular opportunities to socialise together as colleagues, both virtually and in person. So, whether you are building your career or bringing years of experience you will be joining a team that's ambitious, welcoming and committed to helping everyone succeed.

Contract Details:

- Normal Place of Work – The candidate will primarily work from home but may be required to work from an office or any other location within a reasonable travelling distance, on a temporary basis
- Training – Initial training delivered in Peterborough or London and candidate must be available to regularly attend in person for the first month of employment with ongoing training delivered online
- Remuneration - Salary up to £65,000 depending on experience
- Normal hours of work - 35 hours per week (9.00am – 5.00pm with 1 hour for lunch) but would consider part time for the right candidate
- Holidays - 23 days per year in addition to the usual statutory and customary holidays
- Start Date – Role available from 1st January 2027

If you would like to apply for this role, please email your CV and covering letter to enquiries@fdrlaw.co.uk and we will acknowledge receipt within 5 working days.

The closing date for applications is 30th October 2026