



Working for Convey Law

Company Culture and Benefits

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Working for Convey Law

Company Culture and Benefits

Company Mission and Values



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



Our mission is to Revolutionize Conveyancing by understanding that Good is the enemy of Great so that we are Pioneering to be the Best!



With this in mind, we employ exceptional individuals who also share a passion to be the best version of themselves and share our Company Values.



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Company Culture and Charity

We achieve our mission and values through acting with integrity, leading by example and communicating honestly, 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 through our fundraising and charity work.

We are the most successful charity fundraising legal practice in the UK with us reaching a key milestone of raising £1,000,000 for charity. Just a few of the charities we have supported during last year include Velindre Cancer Centre, Alzheimer's Research, Mindstep Foundation, Boys In Mind, Boomerang, Prostate Cymru. We celebrated this achievement, as we do best, with a summer party!



We love to have fun at Convey Law and schedule monthly “Happy Days” where we encourage all hybrid and remote workers into the office to collaborate with each other, engage in fun activities and raise money for the wonderful charities or local causes that our employees have identified.



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Company Benefits - Financial



Salary

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



Bonus Scheme

Our bonus schemes are applicable to many eligible roles and are based on the successful achievement of individual and team KPIs. We also offer a discretionary Christmas bonus based on Company performance and profitability.



Contributory Pension Scheme

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



Subsidised Car 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.



Subsidised Conveyancing

We enjoy heavily discounted legal fees for our own property transactions based on an employees' length of service.

5 years +	£150.00 plus VAT plus disbursements
1 to 5 years	£250.00 plus VAT plus disbursements
< 1 year	£350.00 plus VAT plus disbursements

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Company Benefits – Work life Balance



Flexible Working

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.



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. Many 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.



Additional Annual Leave

In addition to Bank Holidays and your contractual leave entitlement of 20 or 25 days, you will have the opportunity to purchase up to an additional 5 days holiday per year.



Holiday Cover

For most roles we are able to 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.



Birthday Celebrations & Additional Time Off

In the month of your birthday, you are awarded an additional day off – you can book your birthday off work or use to take at another time. For those with 100% attendance throughout the year, they are rewarded with an additional day's holiday the following year.

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Company Benefits – Health and Wellbeing



Company Sick Pay

There may be times when you will be too unwell to work, and accordingly, subject to eligibility requirements we offer up to 2 weeks Company sick pay. Our Directors also have the discretion to offer additional pay for more serious illness or following an operation.



Return to Work Support

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



Mental Health Support

Positive mental health is a key priority for Convey Law and we provide support through many channels, including our team of Mental Health First Aiders, Counselling Services provided by our external counsellor or EAP partners and ongoing support given by our leadership team.



Well-Being Education

We enjoy pioneering wellbeing support and guidance through our EAP and counselling partners along with bespoke inhouse wellbeing sessions. We also have 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.



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.

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Company Benefits – Lifestyle



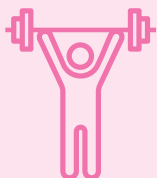
Enhanced Maternity and Paternity Provisions

We enjoy the arrival of a number of new Convey babies every year. Accordingly, we provide Company maternity and paternity pay above the statutory requirement. We also understand that returning to work can be challenging for new parents and we look to accommodate flexible and part time working arrangements to help with the transition.



Discounts

Employees have access to an on-line portal for which you can earn up to 15% cashback every time you shop at over 80 retailers, restaurants, and supermarkets. This includes Asda, Boots, IKEA, M&S, John Lewis, Sainsbury's and more. There is also the opportunity to make savings when purchasing gift cards from a variety of suppliers.



Exercise and Fitness

Discounted 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.



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Learning and Development



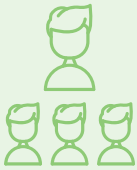
In-house Training Academy

Our in-house Training Academy caters for our individual and collective training requirements. We actively support and promote personal development and career progression.



Mentoring and Coaching

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.



Small Teams and Cohorts

We work in small teams and Cohorts who look after each other to achieve the best results and training for everyone.

Reward and Recognition

Great work does not go unnoticed at Convey Law and success is always celebrated. 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.

Our long service awards recognise individuals who achieve 5, 10, 15 and 20 years' service, with recognition and rewards to celebrate their wonderful commitment.



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Come and Join Our Award-Winning Team

Convey Law is proud to have been recognised with a plethora of awards over the years including reconciliation as a Best Place to Work at the British Conveyancing Awards and Sunday Times Best Companies to Work For. We have won numerous customer service awards over the years including at the prestigious ESTAS's awards and Modern Law Awards for both regional and national categories.

Our commitment to our staff to provide a supportive, empowering and rewarding workplace continues to be part of our core mission at Convey Law and we have been proud to have been awarded the Investors in People Gold Award, making us the first conveyancing company to be bestowed with this recognition.



ESTAS is largest independent customer service feedback platform for Conveyancers in the UK.



These Awards represent the very best businesses for innovation, growth and success across Wales.



INVESTORS
IN PEOPLE

The first conveyancing company to achieve the Investors in People Gold Standard award.



National awards celebrating best practice, innovation and outstanding client care.



This hard-fought and celebrated list represents the companies in with the Best Companies Index scores.



Recognising individuals and companies who have gone above and beyond to support buyers and sellers.

If you feel that our culture is the right fit for your personality and you can demonstrate the skills, experience and values we are looking for, we would love to hear from you.

For further information in relation to our benefits or vacancies please contact:

✉ recruit@conveylaw.com

🌐 www.conveylaw.com

