



convey365



## Working for Convey365 Company Culture and Benefits

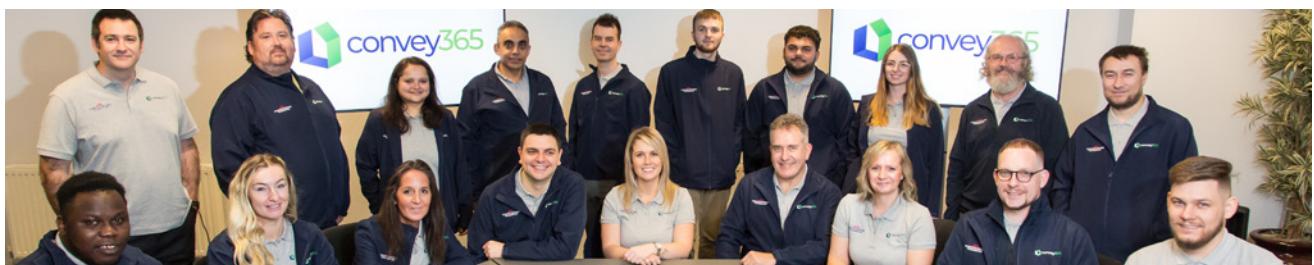


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# Who We Are

For over 20 years, we've been revolutionizing conveyancing with innovative, practical, and streamlined solutions built specifically for property professionals.

As the sister company of award-winning Convey Law, Convey365 has been designed by industry experts and offers a fully integrated, end-to-end conveyancing transaction solution for conveyancing panel management, client onboarding, and case management. We value the contribution of all our people in shaping our future and are committed to providing an inclusive, supportive, and rewarding workplace for our team.



## Our Mission

To revolutionise the property industry by delivering innovative, effective, safe, and cost-positive technology solutions that transform the home moving experience. Our dream is to ensure that our clients enjoy a fast, safe, and stress-free revolutionary conveyancing experience and we support each other and our friends on our journey.

# Our Values

### Belonging



Creating a community for all

### Service



Doing a great job

### Giving



Supporting others & nourishing our souls

### Tribe



Looking after each other

### Kaizen



Constant improvement

### Fun



Enjoying each other & our work



## Living our Values

We treat each other like family, fostering trust, collaboration and genuine care in everything we do, whilst protecting each other's boundaries to foster a healthy work life balance.

We embrace a mindset of growth, innovation and continuous improvement to become the best version of ourselves and to be a pioneer in the Conveyancing Industry. We are dedicated to going above and beyond in the service our customers, colleagues and community with empathy and excellence.

We believe in giving back, it is the core to everything we do, sharing our time, talents and resources to make a difference to our colleagues, within our industry and supporting our communities through charitable endeavours.



The Conveyancing Foundation, established in 2015 is a not-for-profit charity established by our Convey365 Team with a mission to improve the lives of those in the property industry. The Conveyancing Foundation, through the support of Convey365 has to date raised over £1.1 million for charity.

Throughout the year we have a schedule of causes that we support each month, raising funds through our charity lotto and with the help of our internal champions for each charity, plan fundraising activities that employees can opt to participate in, have fun and give generously.

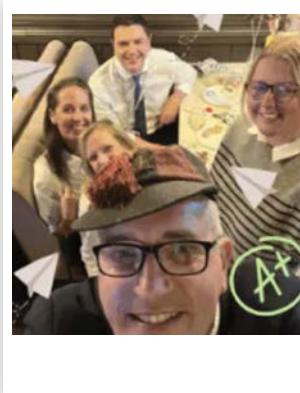
## Happy Days & Convey Days

It is during our Happy days, that we engage in fun and charitable giving activities, usually once a month. Every Thursday we encourage all hybrid and remote workers that are within a commutable distance to come into the office to collaborate with each other creating a sense of belonging. It is on these days that training, CPD and learning is scheduled.



This year we have introduced 'Convey Days'. These quarterly gatherings, held at our Newport Office, are an opportunity for all of us to come together as a team, regardless of where you live or if you work remotely. It is so important for all of us to be brought together in our teams for training, collaboration, and an opportunity to socialise together.

We look forward to welcoming everyone to these valuable days of teamwork, learning, and camaraderie!



## 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 an annual review and appraisal.



### Bonus Scheme

In recognition of own team's hard work and dedication, all employees are awarded a discretionary Christmas Bonus in December to enjoy over the festive period!



### 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 £40.00 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



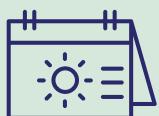
### Flexible Working

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 8 bank holidays, our annual leave entitlement has been enhanced to provide up to 30 days, (25 days increasing with length of service). With additional days awarded for birthday leave and 100% attendance - employees may now enjoy up to 40 days of leave per year, with the option to purchase an extra 5 days.



### Holiday Cover

For most roles we 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 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 Convey365 and we provide support through many channels, including our team of Mental Health First Aiders, Counselling Services provided by EAP partners and ongoing support given by our leadership team.



## Well-Being Education

We enjoy pioneering wellbeing support and guidance through our Employee Assistance Programme 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

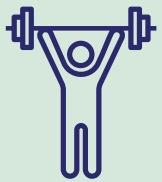
We're delighted to welcome new additions to the Convey family each year, and to support our growing families, we've introduced enhanced maternity and paternity pay well above the statutory requirements. Maternity provisions offer up to 12 weeks at full pay for team members with over two years of service, extending to 12 additional weeks at half pay for those with five years or more.

For new fathers and partners, we provide up to 4 weeks of paternity leave at full pay, with flexibility on when this can be taken. We know that returning to work can bring its own challenges, so we're here to help ease the transition with flexible and part-time working arrangements that work for you and your family.



### 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.



## Learning and Development



### Mentoring and Coaching

Professional Development Support - We believe in fostering growth and will fully support your training and development in specific areas. This includes access to certification programs of your choosing, online courses, and workshops to advance your expertise and career.

## Reward and Recognition



Great work does not go unnoticed at Convey365 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.



## Come and Join Our Award-Winning Team

Last year our engagement survey was delivered through Best Companies and we were delighted to be with our external recognition within the Top 100 Best Companies nationally and Top 25 in Wales!

Convey365 is delighted to have been Highly Commended for the **Technology Enabler of the Year** award at the **British Conveyancing Awards 2025** in recognition of its innovative and revolutionary Client Portal and Case Management System (CMS).

The Convey365's IT systems have been developed, tested, and refined "by Conveyancers, for Conveyancers", in partnership with award-winning conveyancing legal practice Convey Law.

Our commitment to our staff to provide a supportive, empowering and rewarding workplace continues to be part of our core mission at Convey365.





If you're passionate about technology and eager to contribute to a dynamic, innovative team, we'd love to hear from you!

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

- ✉ recruit@convey365.com
- 🌐 www.convey365.com

Revolutionary  
Digital Conveyancing

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