



The Law Society

The Law Society's East Midlands Office - staff

Regional manager

- Provides services and support for the profession in the East Midlands.
- Liaises with other professional bodies, the advice sector and legal education providers.
- Develops and nurturing links with local law societies, providing help and support.

Regional development executive

- Develops services for the profession, in particular strengthening links with young and trainee solicitors.

Office Manager/PA

- Manages the office on a day to day basis and provides Personal Assistant support to the Regional Manager. Duties include maintenance of office systems and procedures, organising meetings and events and carrying out financial procedures.

Secretary/Receptionist

- Provides general secretarial support to the office including assisting with the administration of regional events, responding to telephone enquiries and providing a Reception service when required.