



The Law Society

The Law Society's South West Office – staff

Regional manager

- overall responsibility for offering practical support to the legal profession
- marketing solicitors' services to consumers and businesses
- promoting communications between The Law Society, local law societies, the Regional association, ASWLS and the profession generally in the South West
- representing the Law Society to the regional media and the region's parliamentarians

Regional development executive

- supporting the regional manager in the above functions and also has particular responsibility for Pro Bono initiatives. In the South West, complaints handling is also one of the role's functions.

Office manager

- providing administrative, secretarial and project related support.
- ensuring the efficient maintenance of the regional office in its administrative and financial systems and procedures
- co-ordinating information such as statistics, diary dates from a variety of sources and liaising closely with local law societies to ensure dissemination of information across the South West

Secretary/receptionist

- providing administrative support for all regional office functions and colleagues
- receiving visitors and telephone calls from the public, the profession and all other interested businesses