

Secretary

(Applications from Jessica Wager, Charlotte Clewes and Ellie Stansfield)

Jessica Wager Trainee Solicitor – LCF Law

I am a first year Trainee Solicitor at LCF Law and I am currently undertaking a seat within in our Disputes team. I moved from Sheffield to Leeds two years ago after gaining an affinity with the North whilst at university and naturally, I haven't looked back! In my spare time I particularly enjoy finding new villages and walks in the area and baking for friends and family.

I have primarily applied for Secretary as I have strong organisational skills and have experience in some elements (such as taking minutes) whilst being Inclusions Officer within the ERASMUS Society at Sheffield University.

I would like to join the Committee as since becoming a Trainee, I have become aware of how valuable the JLD is in helping young lawyers engage not only with fellow lawyers in the industry but with a wide range of professionals to help us gain connections and insight that we wouldn't otherwise have access to. My experience of JLD events has always been positive and it would be great to be part of an organisation which can help make a difference for junior lawyers in a friendly and sociable atmosphere.

Charlotte Clewes, Solicitor at Eversheds Sutherland.

I am an NQ Solicitor at Eversheds Sutherland's Leeds office in the Pensions team.

I was Social Media Officer for Hull and East Yorkshire JLD, and moved to Vice President for a short time before I finished my training contract and moved away from the area in August 2018. I therefore have a lot of experience working on a local JLD committee. I was also Student Representative during my LPC year at University of Sheffield.

From my experience above, I am used to being the first port of call for enquiries, organising meetings and working within a committee structure. In my role as student representative, I took the lead in creating dialogue between myself and the other reps, preparing for meetings with academic staff, which was the main part of my role, and also in the organisation of our end of year ball, which involved a huge amount of work! As Social Media Officer for HEY JLD, I was heavily involved in organisation and conduct of meetings and events, and a key part of my role was keeping track of membership interest and enquiries through our social media outlets.

In my spare time, I do a lot of charity fundraising and volunteering for Alzheimer's charities, and I am also a Time-to-Change Champion. I enjoy running, yoga, swimming, and playing Piano. I also love going for long walks and travelling, as well as reading and playing video games.

I would like to take on the role of Secretary as I believe the skills I have developed over the course of my experience really lend themselves to the role. In particular, I am already adept at organising and managing committee meetings, as well as dealing with enquiries from members, and working within a team.

I would love to become more involved with the local legal community and think I have a lot to offer!

Ellie Stansfield – Paralegal at Blacks Solicitors

I'm Ellie Stansfield, a family paralegal and future trainee at Blacks Solicitors. I graduated on the MLaw at Northumbria University in 2017.

I am applying for the position of secretary for Leeds JLD. I am an approachable and sociable person who can be wholly relied upon as a point of contact for member's queries. As the sole paralegal in the family department I am responsible for the department's administration, dealing with new enquiries and ensuring events and training are booked and paid for, demonstrating my reliability to fulfil the role effectively.

I enjoy co-ordinating and organising having undertaken this throughout my education and career. At present I handle a number of client matters and I have prepared a scheduling system which allows me to monitor all cases and easily assess the position of the case and any fees outstanding. I am also able to ensure that all deadlines are met and clients' matters are reviewed regularly. I believe these skills will be fundamental to the role of secretary ensuring that all administration tasks are completed in a timely manner.

I am currently on Blacks' CSR committee which has assisted me in understanding the importance of social media to promote events and engage with people from different locations, areas of work and level of career. I have also written various blogs for Blacks Solicitors website, with one being printed in the Urban Echo newspaper. I recognise the importance of blogs to help engage with people and to help break down any barriers, whether they are legal or personal. This is something I would continue to do as secretary for Leeds JLD.

Previously I have been involved in charity events (Yorkshire Cancer Research, Leeds Mind, Cancer Research) volunteering and working abroad, as well as fundraising, all of which I have gained skills to apply to a role as secretary. I am a friendly person and enjoy giving everything my best shot. I will give 100% to this role, whether responding to enquiries, promoting the JLD or assisting in supporting my fellow committee members.