

Heir Hunters Freelance Local Representative Services (Outside IR35)

- Location:** Various (please state your location when applying).
- Working hours:** Flexible, work to be completed within agreed deadlines. As a contractor you will manage your own schedule.
- Salary:** Agreed hourly rate plus mileage. You will be solely responsible for your own Tax and National Insurance contributions as well as dealing with your own VAT.

We are seeking **local representative services to be provided on a self-employed basis** to assist with local visits and enquiries.

Finders International provides probate genealogy and support services to the legal and public sectors and we pride ourselves on delivering a fast, friendly, and professional service. This is an **outside IR35 engagement**, meaning you will operate as an independent contractor, not as an employee of Finders International. The volume of assignments will vary and is dependent on company requirements, which may fluctuate from month to month. There will be no obligation for Finders International to offer work beyond agreed assignments and no obligation for you to accept work.

Services to be provided

As a local representative, you will:

- Carry out **door to door enquiries** with the general public to assist the Company with genealogy research and locating potential beneficiaries.
- **Visit potential beneficiaries** at their home or work address, or another location specified by the Company, to inform them of, and to sell, the Company's services.
- Make enquiries, discuss sensitive information, confirm personal data and family history, and build rapport with potential clients.
- Deliver or collect paperwork to/from potential beneficiaries and professional clients.
- Carry out ad hoc visits to registry offices, solicitors, post offices, and other public places.

Contractor Requirements

- Ability to handle **confidential and sensitive information** with discretion and professionalism, with a clear understanding of UK GDPR and data protection principles.
- Strong interpersonal and communication skills, including the ability to **deliver news of a death in a sensitive and compassionate manner**.
- Ensure professional appearance appropriate for visits.
- **Public Liability insurance** and Employee Liability Insurance (if applicable). Professional Indemnity Insurance and ICO registration are recommended.
- A Basic DBS check is required.
- Applicants must hold a full **driving licence**.
- You will use your own equipment (computer / laptop, car, mobile phone, sat-nav, email, scanning, and printing facilities) and manage your own expenses.
- Initial familiarisation session available to explain company processes. Contractors remain responsible for their own professional competence.

To express interest in providing these services, please email your experience summary to vacancies@findersinternational.co.uk.