HUMAN RIGHTS / CIVIL LITIGATION/PUBLIC LAW

FULL TIME PARALEGAL

* **Location – Finchley London N12**
* **Full-time role – 9.30-5.30 [35 hours per week].**
* **Starting Spring 2020**
* **Salary range £20,000 per annum.**

We are seeking an enthusiastic paralegal to join our civil claims and/or public law department to work alongside our experienced Solicitors in our London office.

**Our firm**

The firm is a recommended Legal 500 firm undertaking a broad range of private and public law litigation against public authorities. The firm is heavily involved in civil litigation arising out of the criminal justice system and in particular actions against the police for abuse of power and misconduct. We also have a public law team specialising in particular in migrant rights claims against public bodies, as well as broader judicial review challenges.

We are a small friendly and dynamic firm of solicitors with work that is often unusual and requires quite a lot of lateral thinking across a number of disciplines. Most of the workload is funded by the Legal Aid Agency. We remain committed to continuing to undertake publicly funded work and acting for marginalised individuals and groups.

**The role**

Our paralegals support all fee earners in claims including police and prison law actions, inquests, protest rights, equality and discrimination challenges together with information law, judicial review and other public law challenges. The work is varied and your work will consist of a mix of legal and administrative work. The role will involve undertaking legal research and assisting with case preparation, completing legal aid funding applications, taking witness evidence, and billing assistance. It will also include administrative work such as document and file management and taking new enquiries.

**Skills and Experience**

We are looking for methodical thinkers with a keen eye for detail. Previous legal experience, particularly in the areas of law we practise is desirable. Knowledge of legal aid procedures is also an advantage. Strong administrative and organisation skills are required, and previous experience of working in an office is essential.

**Job Description & Person Specification**: **Paralegal**

**Job Description**

 Main purposes of role

* To assist with the administrative aspects and basic legal tasks of the firm.

Key tasks (not an exhaustive list)

Administrative

* Dealing with post including DX
* Answering the telephone.
* Taking new enquiries.
* Filing
* Photocopying
* Setting up meetings
* Setting up and maintaining case files
* Assisting with billing, paying costs and closing files
* Follow administrative systems and procedures of the firm

Legal

* Legal research
* Client and third party liaison, including taking basic instructions from clients and witnesses and other third parties.
* Dealing with legal aid matters including completing legal aid applications and liaising with the Legal Aid Agency
* Drafting documents, including letters; attendance and research notes; witness statements; and other necessary documents.
* Note-taking at hearings, in conferences and client meetings.
* Document management including preparation of litigation bundles, obtaining and reviewing records.
* Attending Court to issue proceedings and file documentation.
* Maintaining case files including ensuring time is recorded and detailed attendance notes kept.
* Other basic legal works as required.

**PERSON SPECIFICATION**

We are looking for a person with the following experience and skills.

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| **Experience/Skill** | **Essential (E)/ Desirable (D)** |
| **Academic Skills** |
| Good academic record (2.1 + or equivalent) | E |
| Law degree or GDL  | E |
| LPC/BVTC | D |
| **Experience** |
| Experience of working in an office environment and undertaking administrative tasks | E |
| Experience of undertaking legal work, especially in the areas of law that MG & Co. Ltd practise  | D |
| Experience of legal aid procedures | D |
| Experience of time-recording and case management systems | D |
| Experience of working with clients, in particular, clients who may be vulnerable | D |
| Experience of time-recording and document management systems | D |
| **Skills** |  |
| Excellent communication skills (verbal and written) and ability to communicate effectively and appropriately with a range of audience. | E |
| Ability to work well under pressure | E |
| Excellent organisational skills, including the ability to prioritise work and meet deadlines | E |
| Thorough approach to work and a keen eye to detail | E |
| Excellent record-keeping | E |
| Good working knowledge of Microsoft Office | E |
| Demonstrable commitment to access to justice and civil liberties/social justice issues  | E |