

Paralegal

Legal Team – Criminal Defence Department

We are a long established law firm based in London specialising in Human Rights.

We are looking for a paralegal to support the work of three experienced solicitors all involved in defending complex cases. It is essential that the applicant shares the firm's commitment to the protection and enhancement of civil liberties.

The main responsibilities of the role will include:

- Undertaking legal research.
- Assisting with casework.
- Attending clients and taking instructions, as well as liaising with counsel, courts and Legal Aid Agency.
- Drafting documents, including representations for advice letters and other correspondence, witness statements, and instructions to experts and counsel.
- Preparing legal aid applications.
- General administration including preparation of court documents and bundles.
- File management
- First point of contact for incoming telephone enquiries.

The applicant will need to be proactive and confident in all aspects of the role and able to progress cases under the supervision of a solicitor.

HOURS – Full Time (Monday to Friday) in our Camden office (remote working is possible when appropriate).

The salary will depend on skills and experience. The starting salary circa £28k pa. The starting date would be as soon as possible. This will be a fixed term contract.

Please send your CV, covering letter and completed E&D questionnaire which can be found on our website on the careers page to the Practice Manager, Claire Sibley, at sibleyc@birnbergpeirce.co.uk. Closing Date for applications is **close of business on Wednesday 31st July 2024**

Person Specification

Applicants are required to demonstrate that they possess the following attributes:

Education and Qualifications

Essential

- A Law degree or GDL.

Desirable

- LPC or equivalent.

Knowledge and Experience

Essential

- Excellent IT skills (Word, Excel and Outlook)

Desirable

- Experience of conducting research
- Experience of working in a similar environment and undertaking administrative tasks
- Experience of drafting including representations, witness statements, advice letters.
- Experience of time-recording and document management systems.
- Experience of civil and/or criminal legal aid procedures.
- Experience working with vulnerable people.

Skills and Abilities - Essential

- The ability to communicate with a range of individuals in a professional and personable manner.
- The ability to work sensitively and confidentially.
- Outstanding attention to detail, ensuring accuracy at all times.
- Excellent organisational, communication, and interpersonal skills. Ability to organise own work with minimal supervision.
- The ability to use their own initiative and to prioritise own work in response to deadlines.
- The successful candidate will be professional, flexible and capable of working independently.
- Excellent verbal communication skills and the ability to deal with a wide range of people.
- Excellent written communication skills and the ability to write clearly and succinctly.

Personal Attributes

- Commitment to human rights.
- Commitment to equal opportunities and the firm's ethos.
- Willingness to undertake any necessary training for the role.
- Ability to work as part of a team and to be open-minded and cooperative.

We are committed to being a diverse and inclusive workplace.