**Civil Department**

We are recruiting both experienced solicitors and paralegals to join our team in the civil department of Birnberg Peirce. We conduct an exciting, interesting and challenging mixture of often high profile work primarily focussing on actions against the state.

Work carried out by the team includes:

Complaints and civil actions against the police

Complaints and civil actions arising from immigration detention and other malpractice by immigration officials and companies contracted by the Home Office

Civil actions arising from abuses within the prisons

Challenges to the state on behalf of victims of trafficking

Actions on behalf of victims of rape, domestic violence and historic sexual abuse

Actions against the state arising from unlawful rendition and complicity in torture

Claims brought under the Human Rights Act and the Equality Act

Judicial review claims arising from decisions by

Inquests (deaths in custody and detention, deaths following contact with the police and other controversial deaths)

Public Inquiry work (we are currently involved in the undercover policing public inquiry)

**Paralegal job description**

To work as part of a team and assisting solicitors with case preparation including the following tasks:

Preparing bundles for counsel

Preparing trial bundles

Reviewing disclosure and preparing disclosure lists

Appearing before master and district judge for simple matters

Clerking hearings, trials, inquests as necessary

File organisation and document management

Legal and other research

Taking statements and interviewing witnesses

Dealing with new inquiries

Assisting with billing and preparing costs schedules

Applying for funding and amendments to legal aid certificiates

Other administrative tasks as required

**Paralegal Person specification**

IT skills including reasonable typing speed

Numeracy and ability to keep abreast of costs

Literacy – drafting clear and comprehensible letters, statements and other documents

Research skills – including good knowledge of internet

Ability to understand and apply Civil Procedure rules, civil legal aid, conditional fee agreements and the principles of costs in civil claims

Well organised – including good document management

Ability to manage and prioritise workload

Diary management

Ability to work effectively as part of a team

Good communication skills (written and oral)

Commitment to challenging injustice and assisting those subject to state neglect and abuse

understanding and a commitment to the ethos of Birnberg Peirce