**Paralegal**

**Legal Team – Civil/police actions Department**

We are a long established, specialist and well respected law firm specialising in Human Rights based in London and we believe in putting our clients first. We bring claims on behalf of legally aided litigants against the State, including actions against the police, HM Prison Service, the Home Office and local authority social service departments; as well as School Governors. We also represent families at inquests whose loved one died in State detention or following contact with a State body.

We are looking for a paralegal to support the work of our busy Civil Department of four solicitors. Attention to detail is important to us, as is enthusiasm, flexibility and ability to work as part of a close knit team.

You will need to be proactive and confident in all aspects of the role and comfortable progressing cases under the supervision of a solicitor. You will also need the confidence to liaise with colleagues, clients, Courts, Defendants, and other external parties to ensure you communicate accurately. Your duties will include: assisting with casework as directed, legal research, liaising with clients to take their instructions, preparing legal aid applications, note taking, drafting documents (including correspondence, attendance and research notes and witness statements) and preparation of electronic court bundles. In addition, we will ask you to monitor our team’s billing, taking the minutes at our team meetings and open our new files on our data base. You will be the first point of contact for incoming telephone enquiries.

HOURS – Full Time (Monday to Friday). At present our staff are hybrid working remotely from home and the office in Camden. This is under constant review. This will be a fixed term contract.

The salary will depend on skills and experience. The starting salary circa £21k pa. The starting date would be as soon as possible.

Please send your CV and covering letter to the Practice Manager, Claire Sibley, at sibleyc@birnbergpeirce.co.uk. Closing Date for applications is Friday 4th February 2022

**Person Specification**

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

**Education and Qualifications**

**Essential**

* High standard of general education (minimum A level or equivalent).

**Desirable**

* A Law degree or GDL
* LPC or equivalent

**Knowledge and Experience**

**Essential**

* Excellent IT skills (Word Excel and Outlook) are essential.
* Experience of working in an office environment and undertaking administrative tasks

**Desirable**

* Experience of working in a legal aid law firm
* Experience of working in the areas of law that Birnberg Peirce practice in
* Experience of time-recording and document management systems

Experience of legal aid procedures**Skills and Abilities - Essential**

* 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 ability to communicate with a range of individuals in a professional and personable manner.
* 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.
* Numerate and confident in working with numbers.

**Personal Attributes**

* Commitment to civil liberties and an interest in current affairs pertinent to the role.
* Commitment to equal opportunities.
* Willingness to undertake any necessary training for the role.
* Willingness to work as part of a team and to be open-minded and cooperative.
* An open, flexible and positive approach to working in a team environment.