**Paralegal**

**Job Description**

As a paralegal, you will be partnered with a caseworker/solicitor. You will be given the opportunity to shadow the caseworker, attend court, sit in on client interviews both in the office and in prisons; you will be given items of work to carry out under supervision to build your knowledge and experience within the fields of work. This will include, but not be limited to, drafting witness statements, pre-action correspondence, briefing experts and counsel, applying for funding and appealing funding decisions.

You will also be asked to carry out administrative work at the request of your supervisor (managing caseworker) which is an essential part of all legal casework.

**Responsible to:** Managing caseworker / Team Supervisor

The main requirements will be:

* To undertake tasks as required by the managing caseworker/ team supervisor in the running of their cases, including administration of those cases, as necessary.
* Obtain the necessary experience in all aspects of the role of caseworker to progress to the position of caseworker within an agreed period of time.
* To add value to the managing caseworker’s / team supervisor’s cases.
* To work towards a positive outcome for the clients and company.

**Duties and responsibilities (regular activities in order of importance):**

1. To maintain a high level of professionalism in all aspects of work.
2. To provide support for the managing caseworker as required. Including, but not limited to file maintenance, recording of attendances on the in-house database, corresponding with clients both in writing and on the phone, preparing case bundles, arranging appointments with clients, interpreters and government agencies as required.
3. To assist caseworkers with the preparation of their cases as required. Including attending interviews with clients either in the office, or in prison if necessary; lodging cases at court. Travel outside of the office will be required at times and may include unsocial hours.
4. At all times to exercise high standards of client care in a professional and pleasant manner. Adherence to the company policies and procedures, which incorporate LEXCEL, is imperative.
5. To ensure the confidentiality and security of all documentation and information of the company and clients.
6. To maintain clear and precise communications with other personnel in the company.
7. To ensure good working relationships with external institutions and organizations.
8. To carry out any other duties and responsibilities that may be required by the management.
9. To maintain the company’s commitment to equal opportunities.
10. To meet the company’s requirements in terms of health and safety.

**Person Specification**

*Essential*

* Have no restrictions on employment in the UK
* Have no restrictions by the Solicitors Regulatory Authority
* Hold a law degree
* Ability to communicate effectively in oral and written English
* Proven ability to use IT effectively
* Ability to take instruction from colleagues and managers and act upon it
* Ability to work as part of a team
* Ability to manage own time effectively
* Willingness to gain knowledge and experience of the areas of law covered by the company
* A can-do attitude

*Desirable*

* Practical experience of working in the Legal Aid sector
* Practical experience of working in the legal sector
* Knowledge and understanding of law