**Job description**

**Job title:** Paralegal

**Department:** Human Rights

**Location:** London

**Reporting to:** Senior Associate Solicitor, Human Rights

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role.

**Salary:** Competitive

**Contract:** Permanent

**Overall job purpose:** To assist cases on behalf of Leigh Day clients to the highest standard. To assist the firm in achieving its stated professional and commercial objectives.

**Works with**: Solicitors, paralegals and partners in the Human Rights department.

**Overall purpose for this role**

* To provide a reliable and efficient support service primarily to a supervising fee-earner within the Human Rights team and assist with general administration of caseloads.
* To undertake a wide variety of paralegal and administrative tasks as set out below. You will also be required to undertake other ad-hoc duties as required from time to time.

**Main duties and responsibilities**

* This role involves assisting with administrative support, drafting documents, client liaison, research work and general correspondence. The successful candidate will be able to draft legal aid funding applications and claims for costs, take client instructions, instruct experts and liaise with counsel and other solicitors.
* In the absence of supervising fee-earner, ensure that urgent matters are dealt with or referred to appropriate personnel.
* Produce accurate documents from verbal or written instructions including the use of templates and precedents.
* Undertake administrative tasks required for the smooth running of cases.
* Conducting legal and evidential research.

**File/Case Management**

* Thorough and accurate note taking at meetings and preparation of file notes
* Preparing court and other documents for the approval of the fee earner
* Organising and preparing court and other bundles including electronic PDF bundles.
* Attend court on applications, trials etc. when requested to do so.
* Ensure electronic and paper filing kept up-to-date and copies of correspondence/ documents are kept in the file, open new files/close old files as required.
* Pay attention to detail and ensure accuracy.

**Communication**

* Telephone clients/other contacts as and when necessary, dealing with such calls in a courteous and efficient manner.

**Client Relations**

* Communicate effectively; be approachable and professional in all dealings.
* Ensure bank transfers are requisitioned/paid in as instructed. To ensure monetary transactions are dealt with efficiently and in accordance with office procedures.

**Filing**

* Ensure electronic filing kept up-to-date and copies of correspondence/ documents are kept in the file, open new files/close old files as required.
* Pay attention to detail and ensure accuracy.

**Information Technology**

* To utilise I.T. to provide a quality, cost effective and efficient service to clients.

**Training**

* To try and keep up-to-date by attending in-house seminars, through research, reading and attending courses if appropriate.
* To ensure that adequate training is received to be able to gain maximum benefit from the firm’s investment in Information Technology.
* Any other tasks as might from time to time be required.

**Person Specification**

**Essential**

* Genuine interest and passionate about human rights, building a career in this field and passionate about providing access to justice to all.
* Relevant legal qualifications (LLB or GDL or LPC or LLM or MA in law or relevant field) and / or relevant experience.
* Demonstrable experience in drafting legal documentation and correspondence, sorting and reviewing financial records.
* Experience in legal and evidential research.
* Experience in interviewing clients, dealing sensitively, taking witness statements and managing difficult situations and conversations.
* Demonstrable ability to build trust and confidence with vulnerable and marginalised client groups.
* Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various stakeholders.
* Proven ability to organise and prioritise a complex workload and work to tight deadlines whilst maintaining a positive attitude.
* Proven ability to work and contribute in a team environment.
* Demonstrable experience in using a variety of IT packages (MS Word, Excel, Case Management Systems, Outlook).
* Proven ability to be self-sufficient in relation to administration, typing and IT requirements.
* Experience in legal aid.
* Experience in human rights law and/or judicial review.

**Desirable**

* Experience in conducting litigation from first instruction through to settlement/trial.