**Job description**

**Job title:** Paralegal

**Department:** Human Rights

**Location:** London

**Reporting to:** Partner, 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.

**Contract:** 12 month fixed term contract with potential to extend

**Overall purpose for this role**

* To provide a reliable and efficient support service primarily to a Partner in respect of a busy caseload of cases within the Human Rights team (comprising Inquests, cases in the Court of Protection and claims brought under the Human Rights Act 1998 on behalf of bereaved families, vulnerable adults and children), and to assist with general administration of the caseload.
* 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 drafting documents and correspondence; liaising with clients, Counsel, experts and other solicitors; drafting LAA funding applications; requesting and reviewing evidence; conducting legal research; and administrative support including the efficient billing of cases. 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.

**File/Case Management**

* Thorough and accurate note taking at meetings and preparation of file notes.
* Preparing court and other documents for the approval of senior fee earners.
* Organising and preparing court and other bundles including electronic PDF bundles.
* Attend court on applications, trials etc. when requested to do so.
* Assisting with ensuring compliance with all regulatory requirements.

**Telephones**

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

**Client Relations**

* Communicate effectively and empathetically; be approachable and professional in all dealings.

**Filing**

* 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.

**Information Technology**

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

**Training**

* To 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 IT.
* Any other tasks as might from time to time as required.

**Person Specification**

**Essential**

* Genuine interest in working with a leading claimant law firm and passion about providing access to justice to all.
* Genuine interest and passion about human rights and building a career in this field.
* Relevant legal qualifications (LLB, GDL, LPC or similar).
* Demonstrable experience in drafting legal documentation and correspondence, sorting and reviewing client records, including excellent attention to detail.
* Demonstrable interest in human rights.
* Experience in legal and evidential research.
* Experience in interviewing clients and taking witness statements.
* Demonstrable ability to build trust and confidence with vulnerable and marginalised client group.
* Demonstrable experience in using a variety of IT packages (MS Word, Excel, Case Management Systems, Outlook).
* Proven ability in dealing sensitively with clients and managing difficult situations and conversations.
* Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various third parties.
* 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.
* Proven ability to be self-sufficient in relation to administration and IT requirements.
* Excellent communication skills, demonstrated by ability to communicate accurately, clearly and concisely, both verbally and in writing.

**Desirable**

* Experience in human rights law, Inquests, Court of Protection cases and/or judicial review.
* Experience in conducting litigation from first instruction through to settlement/trial.
* Experience in legal aid.