

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Paralegal
<b>Hours:</b>	35 hours per week
<b>Responsible to:</b>	Senior Supervising Solicitor/CEO
<b>Role:</b>	To provide casework and administrative support to the senior supervising solicitor

### Main duties and responsibilities

#### (1) Casework

- i. to assist in the preparation of bundles and the collation of documents
- ii. to conduct legal research
- iii. to arrange and conduct meetings with clients
- iv. to draft letters, witness statements, chronologies, applications and other documents
- v. to deal with enquiries and new referrals
- vi. to complete public funding forms
- vii. to assist with the time recording, prompt billing and costing of files

#### (2) Administration

- i. to deal with photocopying, scanning and filing documents
- ii. to deal with and maintain clear records of outgoing post
- iii. to set up and maintain client records including opening, filing of documents, closing and archiving of case files
- iv. to prepare payments of invoices for approval of supervising solicitor
- v. to do and ensure accurate time-recording, prompt billing and costing of files

## **Other duties and responsibilities**

- i. to assist with the management and troubleshooting of information technology systems and equipment
- ii. to comply with and assist to implement PRCBC's manual and policies including Equality and Diversity and Safeguarding and Child Protection policies
- iii. to support the supervising solicitor to maintain financial records
- iv. to carry out such other duties as may be required in accordance with the developing work and policies of PRCBC and the main aims of the role

## **Standard of Performance**

- i. you are expected to ensure that a high standard of service is provided to young people and third parties
- ii. you are expected to learn PRCBC's work and procedures and perform them competently and reliably
- iii. you are expected to deal with all enquiries politely, tactfully and efficiently
- iv. you are expected to pass messages on promptly and to inform PRCBC's supervising solicitor if an urgent message cannot be acted upon

## **PERSON SPECIFICATION**

The successful applicant will have the following qualifications, skills, abilities and experience:

### **Essential**

- i. Minimum one year's experience of work in a paralegal or legal administrative role
- ii. A degree in law or its equivalent
- iii. Have completed legal practice course (LPC) or its equivalent and demonstrable commitment to training as a solicitor
- iv. Be able to work under pressure and to tight deadlines
- v. Be able to work on your own for long periods as well as part of the team

- vi. Be able to follow and carry out detailed instructions efficiently and promptly
- vii. Commitment to social justice and to working in the field of children's rights
- viii. Commitment to a high quality of client care and ability to work in a sensitive and professional way with clients from a wide variety of cultural, ethnic and educational backgrounds and with a range of different needs
- ix. Excellent administrative and organisational skills, including ability to manage time efficiently and to work under pressure to meet strict deadlines
- x. Excellent IT skills, including the ability to work with a case management system and other IT applications and Microsoft/Apple software, such as Outlook, Excel, E-bundling and Zoom.
- xi. Excellent written and oral communication skills, including ability to draft letters and other forms of correspondence in clear English
- xii. Ability to use initiative, to be flexible and to prioritise between competing tasks
- xiii. Sufficient numeracy to complete public funding and costing forms, time-recording, petty cash and billing
- xiv. Willingness quickly to learn and develop skills
- xv. Submit to periodic Enhanced Disclosure and Barring Service (DBS) checks
- xvi. Able to work outside office hours and on some Saturdays

## Desirable

- i. Experience of effective working with young people and/or other vulnerable people
- ii. Experience of legal aid work
- iii. A proven ability to build good working relationships, e.g., with referral agencies, volunteers and third parties

PRCBC, August 2021