

## Paralegal

Reporting to: Legal Director

Contract type: 1-year fixed term contract, with likely extension to permanent

Hours of work: Full Time

Location: Remote, commutable to London, UK

Salary: £23,000 - £25,000 per annum, commensurate with experience

Benefits: 25 days paid annual leave per annum plus all public and bank holidays; company pension scheme; parental leave; flexible working; company-provided MacBook Pro and iPhone; home-working allowance after successful completion of probationary period.

\*Note on working during Covid: all AWO employees are currently working from home and will continue to do until it is safe to return.

## Job Purpose

To support fee earners with their case load and to support the smooth running of our litigation department.

## Job Duties and Responsibilities

The Paralegal will undertake a wide range of tasks required for the smooth running of cases. You may be required to perform other tasks in addition to the below, as requested by the Directors.

Examples of the range of work includes:

### *Case Management*

- Attending court on applications, trials etc. when requested to do so.
- Conducting thorough and accurate note taking at meetings and prepares file notes.
- Reviewing case evidence.
- Organising and preparing court and other documents for the approval of fee earners.
- Recording time diligently and effectively.
- Conducting legal research as required.
- Organising diaries and key dates.

### *Legal Communications*

- Contacting clients, funders and other contacts as and when necessary, dealing with such communications in a courteous and efficient manner.
- Drafting documents and communications for internal and external stakeholders.
- Producing accurate documents from verbal or written instructions including the use of templates and precedents.
- Drafting funding applications and claims for costs.

### *Client Relations*

- Assisting in liaising with clients, Counsel, experts and other solicitors and stakeholders as necessary.
- Ensuring client retainers are up to date.
- Ensuring monetary transactions are dealt with efficiently and in accordance with office procedures.
- Conducting due diligence checks.

### *Filing*

- Ensuring 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.
- Ensuring files are accurate in the event of an audit.

## Person Specification

You will play a vital role within the Legal Department and work alongside our litigation team in a collaborative environment. You will be key part of the team and expected to work proactively on a wide variety of tasks, while remaining enthusiastic about the mission of AWO. The workload will involve novel and complex cases, for which you will be expected to act competently, diligently and effectively and with initiative.

### *Skills, Qualifications and Experience*

- 1+ years of experience as a paralegal, preferably within a litigation / human rights / data protection department.
- Relevant legal qualifications (LLB, GDL, LPC, LLM and/or MA in law or relevant field).
- Experience with diary management.
- Experience with due diligence procedures.
- Demonstrable experience in drafting legal documentation and correspondence, sorting and reviewing client records.
- Experience in legal and evidential research.
- Experience in interviewing clients.
- Demonstrable experience in using a variety of IT packages (MS Teams, MS Word, Excel, Clio or similar case management system, MS Outlook).
- Demonstrable ability to organise and prioritise a complex workload and work to tight deadlines whilst maintaining a positive attitude.
- Proven ability in dealing sensitively with clients and managing difficult situations and conversations with professionalism.
- Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various stakeholders in an approachable and professional manner.
- A proven ability to work in and contribute to a team environment with collective goals.
- Excellent and detailed understanding of legal principles.

### *Behaviours and Competencies*

- Genuine interest and passionate about data rights and protection, human rights, and building a career in this field.
- Ability to maintain highest personal levels of ethical conduct, confidentiality and integrity.
- Proactive, enthusiastic and a self-starter.
- Strategic thinker.
- Comfortable with ambiguity: able to find a solution to achieving goals without precise instruction on getting there.
- Keen to learn, develop and get involved in a wide range of tasks.
- Support AWO's ethos for treating colleagues as individuals, first and foremost.
- Affinity for AWO's mission and approach to technology and policy.