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**AN OUTLINE OF THE FIRM**

**Deighton Pierce Glynn is a respected firm of solicitors specialising in a number of niche areas of civil litigation in which it has a significant national and international profile.**

Whoever our clients are and whatever has happened to them we pride ourselves in being able to make the best use of the law for their benefit. We give practical advice about options, help our clients work out their goals and do what can be done to achieve them. Taking a legal case can be a daunting prospect – we try to make sure our clients feel well supported.

We are committed to our staff, who include some of the best people around, and we think it’s important to provide a good working environment, ensuring they have the support and resources they need to excel and promoting a friendly and collaborative working environment.

We are committed to promoting equality of opportunity. We think that by doing this, we can provide the best possible service to our clients. We positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

We are keen to encourage applications from disabled people, including using positive action measures provided for under the Equality Act 2010. If you think you may need reasonable adjustments and would like to discuss this before applying, you can speak confidentially to Louise Whitfield, a partner here who is not involved in this recruitment process; you can contact her directly at [lwhitfield@dpglaw.co.uk](mailto:lwhitfield@dpglaw.co.uk). We will also guarantee an interview to any disabled candidate who meets the essential criteria – please complete the relevant section of the diversity questionnaire when applying. Unfortunately our current London offices are not wheelchair accessible.

**THE POST: Paralegal Job Reference: 2019/02LBPL**

We are looking for a Paralegal to provide casework and administrative support in our London Bridge office. A minimum commitment of 12 months is required, but we would hope the position would be for longer. Although the position does not guarantee a training contract, we do recruit trainees from our paralegal staff.

Salary: £20,000 - £23,000 pa

**Person specifications**

**Essential:**

* Excellent intellectual abilities.
* The ability to demonstrate through legal qualifications and/or experience the ability to perform the core tasks required of a paralegal in our firm namely: being a first point of contact for new clients and for referrers; interviewing clients and witnesses; preparing legal aid applications and dealing with the online legal aid system; gathering, organising and analysing evidence; liaising with third parties by letter and telephone to ensure efficient case progression; preparing court bundles; preparing simple legal aid costs claims; and conducting research including legal research.
* A demonstrable interest in the various aspects of Housing law, including Public Law and homelessness challenges and bringing and defending private Housing cases in the County Court, primarily in connection with possession and disrepair, and more widely a commitment to social justice and the ability to work sympathetically and effectively with a wide variety of clients, including young people and people with mental health needs.
* Excellent organisational skills, including the ability to prioritise multiple pending tasks and provide realistic timescales for completion, to ensure that key deadlines are met, and to work effectively when under time pressure.
* Ability to type, computer literacy and a willingness to use and to develop skills in the use of information technology.
* Ability to use initiative at work, input ideas and help develop the firm.
* Ability to communicate clearly in plain English, including draft documents and letters.
* Ability to communicate appropriately with clients with English as a second language and/or who are vulnerable
* Ability to get on with people and be polite under pressure and to work co-operatively as part of a team.
* Attention to detail and sufficient numeracy to complete legal aid and costing forms.

**Desirable:**

* Knowledge of the legal aid system and experience of using CCMS
* Experience of working within Housing Law within a law firm or other organisation
* A proven ability to build good working relationships for example with referral agencies, experts, interpreters, and opponents
* Completion of LPC and/or demonstrable commitment to training as a solicitor or legal executive
* Knowledge/experience of one or more of the firms’ nine areas of core legal expertise (see website).
* Experience of working with clients likely to instruct the firm given those areas of legal expertise.
* 12 months or more experience of interacting with people from a migrant background/ with English as a second language and/or who are vulnerable by reason of a mental health need.

**How to apply**

Please complete all parts of the application form below and return to us by

**Email:** recruitment@dpglaw.co.uk

or

**Post:** Deighton Pierce Glynn, Att. Joel Nicholls, 8 Union Street, London SE1 1SZ

Please quote the job reference **2019/02LBPL** in the subject line of your email.

**Closing Date:** 8am Friday 3 May 2019

Applications received after this time cannot be considered.

**Interviews:** Successful candidates will be invited to attend a skills test and interviews will take place in the week commencing 6 May 2019.

**APPLICATION FORM**

**PLEASE RETURN BY – 8 a.m. Friday 3 May 2019 2019/02LBPL** **to** DPG Recruitment - [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

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| --- | --- | --- | --- |
| **Position applied for:** |  | **Job Ref:** |  |

**Employment or volunteering history – in date order most recent first. Please mark Salary box with a “V” for any work that was voluntary/unpaid.**

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| --- | --- | --- | --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Average Hours worked per week** | **Salary** | **Reason for leaving** |
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**Education/training – please put which school / college / other institution you attended**

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| **Secondary education:** | | **Qualifications & grade:** |
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| **Higher education:** | **Date completed:** | **Qualifications & grade:** |
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| **Vocational Training:** | **Date completed:** | **Qualifications & grade:** |
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| **Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):** | | |
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| **Are you undertaking any course of study at present? (if so, please give details)** | | |
|  | | |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | | |
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**It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.**

**WHY YOU FULFIL THE CRITERIA**

**Please answer each section with no more than 100 words.**

**Please say why you think you satisfy each of the criteria below in turn, giving examples where possible. Any experience to which you refer may have been gained in paid employment, voluntary or campaigning work, life experience and/or special interests relevant to the post.**

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| **Please can you say why you think you satisfy each of the criteria below in turn, giving examples where possible? Any experience to which you refer may have been gained in paid employment, voluntary or campaigning work, life experience and/or special interests relevant to the post.** |
| * Excellent intellectual abilities |
|  |
| * The ability to demonstrate through legal qualifications and/or experience the ability to perform the core tasks required of a paralegal in our firm namely: being a first point of contact for new clients and for referrers; interviewing clients and witnesses; preparing legal aid applications and dealing with the online legal aid system; gathering, organising and analysing evidence; liaising with third parties by letter and telephone to ensure efficient case progression; preparing court bundles; preparing simple legal aid costs claims; and conducting research including legal research. |
|  |
| * A demonstrable interest in the various aspects of Housing law, including Public Law and homelessness challenges and bringing and defending private Housing cases in the County Court, primarily in connection with possession and disrepair, and more widely a commitment to social justice and the ability to work sympathetically and effectively with a wide variety of clients, including young people and people with mental health needs. |
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| * Excellent organisational skills, including the ability to prioritise multiple pending tasks and provide realistic timescales for completion, to ensure that key deadlines are met, and to work effectively when under time pressure. |
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| * Ability to type, computer literacy and a willingness to use and to develop skills in the use of information technology. |
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| * Ability to conduct legal research, analyse evidence and explain it clearly and concisely |
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| * Ability to use initiative at work, input ideas and help develop the firm |
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| * Ability to communicate clearly in plain English, including draft documents and letters |
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| * Ability to communicate appropriately with clients with English as a second language and/or who are vulnerable |
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| * Ability to get on with people and be polite under pressure and to work co-operatively as part of a team |
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| * Attention to detail and sufficient numeracy to complete legal aid and costing forms. |
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**STATEMENT IN SUPPORT OF APPLICATION**

Please say in no more than 500 words why you are applying for this post and if you have experience in any of the desirable criteria

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*BELOW HERE TO BE DETACTED PRIOR TO SHORTLISTING*

**Equal Opportunities Monitoring Form**

Please complete the form online by following this link: <https://forms.gle/NQ4WQLfHSxWLJurw9>

Once you have completed the form you will be given a confirmation code. Please enter your confirmation code here:

**Personal details**

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| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. One has to be your current or most recent employer. References for shortlisted candidates will be taken up before interviews unless you request otherwise.

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| **1. Name:** | **2. Name:** |
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| **Address:** | **Address:** |
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| **Telephone number:** | **Telephone number:** |
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| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
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| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **Other details** | |
| What is the notice required in your present post? |  |
| Is your present post your sole regular employment? |  |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |  |
| Where did you see the advertisement for the post? |  |

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| **Disabilities** | |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | Yes/No |
| If "yes", please give brief details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | |
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| **Convictions**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared. | Yes/No |
| If "yes", please give details: | |
|  | |
| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to Deighton Pierce Glynn Solicitors processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **I can confirm that I have completed the Equal Opportunity Form online and have provided the confirmation code on this form.**  **Signature (or type your name here):**  **Date:**  Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment. | |