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**AN OUTLINE OF THE FIRM**

**Deighton Pierce Glynn is a highly regarded 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 lawyers around. We think it’s important to provide a good working environment, ensuring they have the support and resources they need to excel while promoting a friendly and collaborative working environment.

We are also committed to promoting equality of opportunity. We think that by doing this we can provide the best possible service to our clients. We positively encourage 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, with a view to a Training Contract Job Reference: 2019/03CRPL**

We are looking for a Paralegal in our Actions Against the Police and Inquest department to provide casework and administrative support in our Islington office. A minimum commitment of 12 months is required, but we would hope the position would lead to a Training Contract subject to meeting our expectations.

The role will involve assisting two partners (and other solicitors as necessary) who specialise in cases involving deaths in state custody, including inquests, civil claims and applications for judicial review.

We really value the positive impact paralegals and trainees make to our firm with their diversity of experiences and enthusiasm for the work that we do. We are committed to training legal aid lawyers of the future and aim to offer first class training, supervision and support.

Unfortunately because of the number of trainees we have and the fact it may not be viable to continually expand, we are not usually able to offer trainees jobs upon qualification.

Generally we do not offer training contracts to external applicants. Our trainee solicitors are usually initially employed as paralegals for one year, with a view to possible progression to a training contract after at least 12 months of employment. We aim to inform paralegals no later than nine months after they start about progressing to a training contract within a particular timeframe.

Salary: £23,000 - £24,000 pa

**Person specifications**

**Essential:**

* Excellent intellectual abilities
* A demonstrable commitment to defending civil liberties and social justice, either by previous legal experience or experience of working with campaigns, non-governmental or other organisations involved with issues relevant to the firm’s work
* Ability to work sympathetically and effectively with a wide variety of clients, including young people, the bereaved and people with mental health needs.
* An interest in and enthusiasm for public interest law
* Excellent organisational skills & time management, 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, work independently, 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.
* Ability to work away from London when required
* Attention to detail and sufficient numeracy to complete costs schedules, legal aid and costing forms and costs budgets.

**Desirable:**

* Experience of working with campaigns, non-governmental or other organisations involved with issues relevant to the firm’s work and / or a proven ability to build good working relationships as appropriate, for example with referral agencies and other organisations.
* Experience of legal work / CCMS / Legal Aid work
* Completion of LPC, BPTC and/or demonstrable commitment to training as a solicitor, legal executive or barrister
* Experience of using social media or press work
* Available to start from 1 July
* Willingness to undertake advocacy

**How to apply**

Please complete all parts of the application form which can be found on our website here <https://dpglaw.co.uk/paralegal-with-a-view-to-a-training-contract/> and return to us by

**Email:** [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

or

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

Please quote the job reference **2019/03CRPL** in the subject line of your email.

**Closing Date:** 8:00 a.m. on 31 May 2019.

Applications received after this time cannot be considered.

**Interviews:** Successful candidates will be invited to attend a short initial interview & skills test on 6 or 7 June 2019. Interviews will take place on 12 and 14 June.

**APPLICATION FORM**

**PLEASE RETURN BY – 8:00 a.m. on 31 May 2019 to** DPG Recruitment - [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

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| --- | --- | --- | --- |
| **Position applied for:** | AAP Paralegal | **Job Ref:** | **2019/03CRPL** |

**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)** | | |
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| **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 |
|  |
| * A demonstrable commitment to defending civil liberties and social justice, either by previous legal experience or experience of working with campaigns, non-governmental or other organisations involved with issues relevant to the firm’s work |
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| * Ability to work sympathetically and effectively with a wide variety of clients, including young people, the bereaved and people with mental health needs. |
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| * An interest in and enthusiasm for public interest law |
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| * Excellent organisational skills & time management, 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 use initiative at work, work independently, 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 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 cost schedules, legal aid and costing forms and cost budgets. |
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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 clicking here. <https://forms.gle/mNgzE1g6A2YBqJ5N7>

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:** |
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| **Time known:** | **Time known:** |
|  |  |
| **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. | |