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**AN OUTLINE OF THE FIRM**

DPG is a legal aid firm known for high profile civil liberties & human rights litigation. We do cases that we think matter and which make a difference either to groups or individuals. We have a friendly team of staff committed to the work we do and to making the firm a great place to work.

Our aim is to create a financially sustainable firm that enables us to use the law to empower our clients to hold the state & those with power to account for its actions and inactions, to fight for human rights, to challenge discrimination and environmental abuses. We aim to do this by working together as a team in accordance with our values which are central to the work we do.

Our values are:

•**Respect**

•**Fairness and openness**

•**Integrity and honesty**

•**Promoting equal opportunity and empowering each other to fulfil their potential**

**& by having these values, creating a firm that survives and thrives.**

We are committed to making DPG a great place to work and aim to retain our staff. This is a central value for us. We want to employ the best people we can, and therefore 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. Likewise 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: Admin Assistant Job Reference: 2019/13BRAA**

To provide administrative and IT support for the staff in the Bristol office and to assist the Bristol PA/Office Manager with the general running of the office.

Salary will be £19,950 (full time) per annum.

We are looking for someone to start on Monday, 6th January 2020.

**Person specifications**

**Essential:**

* Experience of working in an office.
* Excellent IT skills.
* Excellent interpersonal skills.
* Ability to problem solve.
* Ability to draft documents and letters in plain and professional English.
* Superb attention to detail.
* Excellent organisational skills.
* Ability to type, computer literacy, and ability to learn to use a telephone system.
* A demonstrable commitment to the ethos of the firm.

**Desirable:**

* Experience of working sympathetically and effectively with a wide variety of clients, including people with English as a second language and young people or people with mental health needs.
* Experience of handling petty cash, issuing cheques.
* Experience of working in a solicitor’s office or equivalent legal/advice work environment.
* Experience of using social media.
* Experience in handling archiving.

**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: Annette Webb, 8 Union Street, London SE1 1SZ

Please quote the job reference in the subject line of your email.

**Closing Date:** midnight on 22 November 2019. Applications received after this time cannot be considered.

**Interviews:** Successful candidates will be invited to interview in the week commencing 2 December 2019.

**APPLICATION FORM**

**PLEASE RETURN BY – midnight on 22 November 2019 to** DPG Recruitment - [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

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| --- | --- | --- | --- |
| **Position applied for:** | Admin Assistant | **Job Ref:** | **2019/13BRAA** |

**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):** | | |
|  | | |
| **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)** | | |
|  | | |

**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.**

|  |
| --- |
| **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.** |
| * Experience of working in an office. |
|  |
| * Excellent IT skills and an ability to use initiative in relation to IT problems. |
|  |
| * Excellent interpersonal skills. |
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| * Ability to problem solve. |
|  |
| * Ability to draft documents and letters in plain and professional English. |
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| * Superb attention to detail. |
|  |
| * Excellent organisational skills. |
|  |
| * Ability to type, computer literacy, and ability to learn to use a telephone system. |
|  |
| * A demonstrable commitment to the ethos of the firm |
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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/4eWs1sr9njNgHY4YA

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

**Personal details**

|  |  |
| --- | --- |
| **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.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
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| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **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? |  |

|  |  |
| --- | --- |
| **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. | |