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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 Christina Juman, a partner here who is not involved in this recruitment process; you can contact her directly at cjuman@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: 2021/03/LONPL**

The role will be supporting two solicitors in our Actions Against the Police team with running their caseload.

**OUR CIVIL ACTIONS WORK**

Our work includes actions against the police/Home Office/Ministry of Justice, discrimination, inquests, and other civil litigation include public law remedies against the state. Our clients’ complaints are about the police, prison service and other parts of the criminal justice system. Their complaints include discrimination, bereavement, assaults, unlawful detention and prosecution, and breaches of the Human Rights Act as well as failures to investigate and prosecute crime. We specialise in private and public law actions against the police, Home Office, CPS, and IOPC; representation at inquests, prosecutions and inquiries; and alternative forms of dispute resolution.

Most of our clients come to us by referral. Clients are referred by, for example, community groups and activists, journalists, advice agencies and other lawyers, former clients and the CLS. Our clients are mainly publicly funded.

Whilst the position does not guarantee a training contract, we recruit trainees from our paralegals and it is anticipated that the right candidate will be able to pursue a training contract or the new equivalent after 12 months of working at DPG

Starting salary will be £23,345.

**HOW THE TEAM WORKS**

Our police and civil actions team in London currently consists of three partners, one consultant and five solicitors. The solicitors have their own caseloads. All our casework is supervised internally at regular intervals.

The team has weekly meetings at which issues arising out of our cases, and relevant legal and political matters, are discussed. Team members also take part in external meetings and events relevant to our work and are expected to attend such events in the evening as necessary. We consider discussion necessary to maintain the very high standard of representation that we provide. We are based in London, EC1 as well as Bristol.

**Person specifications**

**Essential:**

* Demonstrable relevant work, political or lived experience of the law relating to our police and/or other civil actions work.
* Commitment to equal opportunities.
* Strong academic record.
* Ability to work as set out in the job description.
* Ability to communicate clearly in plain English, including draft documents and letters.
* Attention to detail.
* 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 get on with people and be polite under pressure and to work co-operatively as part of a team.
* 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.

**Desirable but not essential:**

* Experience of legal work / CCMS / Legal Aid work
* Connections with campaigning and/or other referring organisations relevant to our work
* Experience of using social media or press work
* Completion of LPC and/or demonstrable commitment to training as a solicitor or legal executive

**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, 382 City Road, London EC1V 2QA

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

**Closing date:** **10 am on 8th January 2021**

Applications received after this time cannot be considered.

**Interviews:** Suitable candidates will be invited to attend a skills test and interview in the week commencing 11th January 2021.

**APPLICATION FORM**

**PLEASE RETURN BY – 10 am on 8th January 2021 to** DPG Recruitment - 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.**

**Essential criteria:**

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| * Demonstrable relevant work, political or lived experience of the law relating to our police and/or other civil actions work.
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| * Commitment to equal opportunities.
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| * Strong academic record.
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| * Ability to work as set out in the job description.
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| * Ability to communicate clearly in plain English, including draft documents and letters.
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| * Attention to detail.
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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 get on with people and be polite under pressure and to work co-operatively as part of a team.
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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, input ideas and help develop 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 <https://forms.gle/9stjKNTCi2guVcxaA>

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:** |
|   |   |
| **Address:** | **Address:** |
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| **Telephone number:** | **Telephone number:** |
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| **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? |  |

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| **Disabilities** |
| **Do you require any special arrangements to be made for your interview on account of a disability?** Please note that this information will not be shared with staff involved in the shortlisting process | 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 2018. 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. |