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**AN OUTLINE OF THE FIRM**

We are a legal aid firm based in London and Bristol, specialising in civil liberties & human rights litigation, holding the state and those with power to account for their actions and inactions. We aim to empower our clients, taking cases that we think matter, and which make a difference either to groups or individuals. We have a friendly team of staff each of whom are committed to the work we do and to making the firm a great place to work.

Our values are:

•**Respect**

•**Fairness and openness**

•**Integrity and honesty**

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

We are also committing to become an anti-racist firm.

We run the firm in two complementary departments with a slightly different focus but on occasions working on the same issues.

The AAP department work includes actions against the police/Home Office/MOJ, discrimination, inquests, and other civil litigation include public law remedies against the state. Our clients’ complaints are about the police, prison service, immigration detention 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 IPCC; representation at inquests, prosecutions and inquiries; and alternative forms of dispute resolution.

The Public Law and Civil Actions departments work includes work around Migrants Rights, trafficking, public law challenges of unlawful government policies, private and public law discrimination, public and private law unlawful detention cases, and work with campaigning groups around unlawful decisions made by public bodies.

Both departments have expertise in public inquiry work.

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 LAA. Our clients are mainly publicly funded.

**HOW THE AAP TEAM WORKS**

Our AAP team currently consists of four partners, one consultant and seven solicitors. The lawyers tend to have developed areas of expertise such as discrimination, immigration detention or inquests which is something we encourage.

The lawyers have their own caseloads. Junior lawyers also assist senior lawyers on their cases.

All our casework is supervised internally at regular intervals. The types of cases you would work on would depend upon the needs of the firm as well as your experience and interests.

The team has weekly meetings at which issues arising out of our cases 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 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 Sasha Rozansky, a partner here who is not involved in this recruitment process; you can contact her directly at srozansky@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.

 **THE POST: Job Reference: 2023/05/LONPL AAP**

We are looking for a Paralegal for our London office.

Salary £27,000 per annum.

**Person specifications**

**Essential:**

* Being able to think like a lawyer.
* A demonstrable interest in civil liberties, anti-racism, equality and social justice, through work history, campaigning, or other means.
* Communication skills that can engage clients, build trust and advocate.
* An ability to write clearly in plain English.
* Attention to detail, organisational skills & time management.
* IT skills - ability to type, computer literacy and a willingness to use, and aptitude for, developing skills in the use of information technology.
* Ability to work collaboratively as part of a team.
* Ability to use initiative at work, work independently, input ideas and help develop the firm.
* 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

Please quote the job reference **2023/05/LONPL AAP** in the subject line of your email.

**Closing date:** **9am 23 May 2023**

Applications received after this time cannot be considered.

**Interviews:** Suitable candidates will be invited to attend a skills test and invited to in the week of **29 May 2023**.

**APPLICATION FORM**

**PLEASE RETURN BY – 9am on 23 May 2023 to** DPG Recruitment - recruitment@dpglaw.co.uk

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| --- | --- | --- | --- |
| **Position applied for:** |  Paralegal | **Job Ref:** |  2023/05/LONPL AAP |

**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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| * Being able to think like a lawyer – please set out here details of your educational achievements, and why they represent an achievement for you. We are interested in where your achievements were greater than others in your school / college / university, and also understand that grades do not tell the whole story, so explanations of other issues are useful where relevant.
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| * A demonstrable interest in civil liberties, anti-racism, equality and social justice, through work history, campaigning, or other means.
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| * Communication skills that can engage clients, build trust and advocate.
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| * An ability to write clearly in plain English.
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| * Attention to detail, organisational skills & time management.
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| * IT skills - ability to type, computer literacy and a willingness to use, and aptitude for, developing skills in the use of information technology.
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| * Ability to work collaboratively as part of a team.
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| * Ability to use initiative at work, work independently, input ideas and help develop the firm.
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| * Completion of LPC and/or demonstrable commitment to training as a solicitor or legal executive.
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**STATEMENT IN SUPPORT OF APPLICATION**

Our aim is to use the law for good, to do high quality work in a collaborative and client-focused way.

To enable us to do this we need to have a firm that is organized in a way to enable this to happen. The firm needs to employ, train and retain high calibre staff, it needs to have systems that supports our work, and we need to ensure the work we do is sustainable – financially and in other ways.

Our values are:

•**Respect**

•**Fairness and openness**

•**Integrity and honesty**

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

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| **What are your values? Can you explain these to us and explain why these values are important to you? This can be by a written statement of no more than 300 words or the equivalent length of video, power point or other presentation.**  |

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

**Equal Opportunities Monitoring Form**

Please complete the form online by clicking <https://forms.gle/xSWsTUYUiH8YHH387>

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

**Personal details**

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| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Telephone number:** |   |
| **Email:** |  |
| **Other details** |
| What is the notice required in your present post?  |  |
| Is your present post your sole regular employment? |  |
| Do you have the right to work in the UK? |  |
| 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?** 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: |
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**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:** |
|     |   |
| **Telephone number:** | **Telephone number:** |
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| **Email:** | **Email:** |
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| **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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| **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.

**Signature (or type your name here):**

**Date:**