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

The “AAP” (Actions Against the Police”) department’s work focuses on private law actions against state agencies including the police, the Ministry of Justice and the Home Office, as well as inquests touching upon state-related deaths and some public law cases. 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.

The Public Law department’s 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.

Many 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 NGOs. Our clients are mainly publicly funded.

**How the Public Law department works**

The Public Law team consists of nine partners, eight solicitors and seven trainee solicitors who work on challenges to government policy, and individual civil actions in the private and public law sphere, primarily against government. The department has a number of solicitors focused on migrant rights, both in relation to unlawful detention, confiscation of phones, destitution and inadequate accommodation, but also relating to some immigration issues, most notably the implementation of the Windrush scheme, and the No Recourse to Public funds policy. We work with front line organisations and try to ensure our work reflects the concerns that their members are seeing. The senior solicitors in the team tend to develop specialisms within the private law or public law sphere which reflect their own interests.

**How the Bristol aap team works**

Our AAP team in Bristol currently consists of three solicitors ([Gus Silverman](https://dpglaw.co.uk/lawyers/gus-silverman/), [Ruth Mellor](https://dpglaw.co.uk/lawyers/ruth-mellor/) and [Amalia King](https://dpglaw.co.uk/lawyers/amalia-king/)), a trainee solicitor and a paralegal. The team works closely with our larger London AAP team. The Bristol AAP team is instructed in the full range of civil actions and complaints against the police and other state bodies, including the context of protest rights, discrimination, claims for wrongful arrest, and failures to investigate and prosecute serious offences (often involving violence against women and girls). The team regularly acts for families of people who have died in detention or in other state-related circumstances, both in inquests and in related civil actions.

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 teams have regular 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 (subject to caring commitments and any reasonable adjustments required under the Equality Act 2010). 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 suitably qualified and eligible candidates to apply regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. If you think you may need reasonable adjustments and would like to discuss this before applying, you can speak confidentially to Leonie Porter who you can contact directly at [lporter@dpglaw.co.uk](file:///C%3A%5CUsers%5CLPorter%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CSJD0SCMP%5Clporter%40dpglaw.co.uk)

 **THE POST: Paralegal Job Reference: 2025/11/LON BR PL**

We are looking for one Paralegal for our London office and two Paralegals in our Bristol Office to support the partners in our public law team. Most of the work will be public law challenges and private law claims including systemic judicial reviews, unlawful detention and false imprisonment claims group civil claims.

We are looking for one Paralegal for our Bristol Office, to support the Bristol AAP team. The role will consist of working on a range of private law actions against the police and other state agencies; associated complaints; inquests arising from deaths in custody and in other state related circumstances (often self-inflicted).

Bristol Salary £26,700 per annum.

London Salary £28,400 per annum

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 after 12 months of working at DPG,

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**Person specifications**

**Essential:**

* Analytical ability.  This involves problem solving skills and intellectual rigour.
* 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, particularly with disadvantaged people and/or people who have English as a second language, mental health needs or learning disabilities.
* An ability to write clearly in plain English.
* An ability to use initiative, think creatively to find pragmatic solutions, and exercise good judgement, whether in legal or non-legal situations.
* Attention to detail, organisational skills and excellent time management, with the ability to manage multiple tasks and deadlines, including whilst working under pressure.
* 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 both independently through self-motivation and collaboratively as part of a team, including by being adaptable to diverse working styles.
* Ability to conduct legal research effectively.
* An interest in & enthusiasm for public interest law including attending training and keeping up to date in this area of law.

**Desirable:**

* Knowledge and/or experience of legal aid, with a commitment to working within the legal aid sector.
* An interest in how AI can increase efficiency and assist access to justice.
* For AAP role: Experience supporting those affected by the criminal justice system (whether as a defendant, victim, witness or family member).
* For Public Law role:
	+ Experience of living in/working with first- or second-generation migrant communities.
	+ Knowledge and/or experience of the use of immigration detention in the UK.

**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 **2025/11/BRLONPL** in the subject line of your email.

Please also select Yes or No on the application form below, for the position and location you would like to apply for.

**Closing date:** **Midday on Thursday 11th September 2025**

Applications received after this time cannot be considered.

**Interviews:** Suitable candidates will be invited for a skills test and interview during the week commencing 17th to 23rd September.

**Second and final interviews:**  Will take place the week on the 25th and 26th of September for the London Paralegal role and the week of the 6th of October for the Bristol Paralegal roles.

Please note if you have not been contacted by 15th October 2025 you may have been unsuccessful in your application this time.

Thank you so much for your hard work and efforts in filling out the application form and submitting it and please do apply again for any roles that may be suitable.

We welcome all applications; we simply receive very high volumes of applications so are unable to respond to everyone individually.

**APPLICATION FORM**

**PLEASE RETURN BY – Midday on Thursday 11th September to** DPG Recruitment - recruitment@dpglaw.co.uk

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| --- | --- | --- | --- |
| **Position applied for (applicants are welcome to apply for more than one role):** |  Paralegal | **Job Ref:** | 2025/11/BRLONPL |
| **Applying for public law post in Bristol** | Yes/ No |  |  |
| **Applying for public law post in London**  | Yes/ No |  |  |
| **Applying for both public law positions**  | Yes/ No |  |  |
| **Applying for AAP role in Bristol**  | Yes/ No |  |  |
| **Applying for all roles**  | Yes/ No |  |  |

**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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| **We understand that grades do not tell the whole story. Where relevant, please set out why the above qualifications represented achievements for you e.g. if your grades were higher than others in your school / college / university, or you faced challenges relating to your academic performance.** |
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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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| **Essential criteria** |
| * Analytical ability (being able to think like a lawyer).
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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, particularly with disadvantaged people and/or people who have English as a second language, mental health needs or learning disabilities.
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| * An ability to write clearly in plain English.
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| * Attention to detail, organisational skills & time management, with the ability to manage multiple tasks and deadlines, including whilst working under pressure.
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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 both independently through self-motivation and collaboratively as part of a team, including by being adaptable to diverse working styles.
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| * Ability to use initiative at work, input ideas and help develop the firm.
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| * Ability to conduct legal research effectively.
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| * An interest in & enthusiasm for public interest law including attending training and keeping up to date in this area of law.
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| **Desirable criteria*** Knowledge and/or experience of legal aid, with a commitment to working within the legal aid sector.
* An interest in how AI can increase efficiency and assist access to justice.
* For AAP role: Experience supporting those affected by the criminal justice system (whether as a defendant, victim, witness or family member).
* For Public Law role:
	+ Experience of living in/working with first- or second-generation migrant communities.
	+ Knowledge and/or experience of the use of immigration detention in the UK.
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**STATEMENT IN SUPPORT OF APPLICATION**

We use the law to empower our clients to challenge abuses, failures, and other unlawful conduct by the government and those with power.

We are committed to becoming an anti-racist firm. We work together to make the firm sustainable financially and for each other.

We put clients first. We are collaborative. We aspire to excellence in all we do.

[Our values](https://dpglaw.co.uk/litigation-and-public-law-solicitors/aims-and-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? What motivates you to work in this field? 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 a power point or other presentation.**  |

**Equal Opportunities Monitoring Form**

Please complete the form online by clicking <https://forms.gle/sQ356svULZbeDs499>

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:** |  |
| **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:** |
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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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| **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, 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. Our privacy notice is available [here](https://dpglaw.co.uk/litigation-and-public-law-solicitors/data-protection/). |

**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:**