



Paralegal

Job Description

Responsible to: Supervisor

Deadline: Monday, 08 April 2019

Status: Full-time

Salary: £20,000 - 24,000 per annum, dependent on experience

Holiday Entitlement: 25 days per annum (plus statutory holidays), with 1 additional day per annum for every completed year of service up to a maximum of 5 additional days

Benefits: Enrolment on the firm's private health insurance upon successful completion of the probation period, 5% pension contribution.

Contact: Cover letter and CV to recruitment@seraphus.co.uk

Seraphus

Our overarching goal is to pursue a human and rights based approach to migration laws, and to further the understanding that migration is a benefit and a right for everyone. We pursue these goals through three work streams. Firstly, we provide legal advice and representation to individuals and businesses, along with lobbying and policy services. Secondly, we provide online legal services in partnership with www.freemovement.org.uk. Thirdly, we are contracted by the European Commission to provide legal and policy advice, information services, monitoring schemes and legal assistance to the EU27, EEA and Swiss Embassies concerning Brexit and the EU Settlement Scheme. We support flexible hours and home-working to ensure a good work-life balance.

Job Purpose

The post holder will provide excellent casework and administrative support to our legal team. This will include a range of work that will assist in the team's delivery of specialist immigration, asylum, nationality, human rights and EU matters. The post holder will also assist the work of the firm under its contract with the European Commission Representation in the UK. The post holder may have an opportunity to assist us with our www.freemovement.org.uk work where necessary. The post holder will be encouraged to contribute to business development, profile awareness, and support our community work.



Key responsibilities

- To provide administrative and casework support to our team of advisors and solicitors

Case-working

- To conduct legal research
- To assist in the preparation of bundles and the collation of other documents
- To arrange and conduct meetings with clients
- To draft letters, applications, statements, and other documents
- To take client calls and report our team
- Attend meetings, including with clients, where necessary and under supervision of the team
- To record time spent on casework
- To identify and develop other opportunities to assist our team in the performance of their work

Client Care and Standards

- Ensure the firm's excellent reputation is maintained when interacting with third parties
- Ensure that the client is kept updated on case progression in a timely manner
- Assist the team to ensure client calls and emails are responded to within 24 hours
- Ensure that client confidentiality is maintained at all times
- Ensure efficient, sensitive, and professional contact with clients
- To learn the firm's procedures and perform them competently and reliably

Administration

- To collect and send or deliver post or other document
- To scan and file incoming and outgoing post
- To keep the team's diaries and other central records up to date
- Ensure that all files are kept up to date
- To work with the team to ensure that the office is run smoothly and efficiently, covering work where necessary

EU Citizens Rights Project

- Monitor and manage bookings made through the eurights.uk website
- Confirm scheduling arrangements between the booking organisation, our team and the contracting authority
- Manage logistics including supporting materials, equipment, and feedback
- Manage travel arrangements for our team
- Collate post-event feedback
- Coordinate social media and marketing of the events
- Assist with the administration of this work stream and other work streams relating to this project

Development and Engagement

- Keep up-to-date with changes in the law
- Attend training as directed by the supervisor and share learning and good practice with staff
- Work with colleagues to maintain and develop our commitment to best practice in this area of law

Take on other duties consistent with the nature of the post and that may arise as the service develops

Personal Specification

Essential Requirements

Essential

- Good academic/intellectual abilities
- Educated to degree level or equivalent legal experience or qualifications
- Excellent organisational skills, including the ability to manage time efficiently and to work under pressure to meet strict deadlines
- Ability to conduct legal research, to analyse evidence, and to explain it clearly and concisely using plain language
- Ability to draft documents and letters in plain language
- Ability to work co-operatively as part of a team
- Ability to use initiative and creativity in work
- Computer literacy and willingness to use and develop skills in the use of information technology
- A demonstrable commitment to social justice
- The ability to work sympathetically and effectively with a wide variety of people

Desirable

- Experience of working in a solicitor's office or equivalent legal/advice work environment
- Experience of using social media
- Legal qualification