

Paralegal / caseworker

/ An outline of the firm

Pierce Glynn is a firm of solicitors based in Borough, near London Bridge. We specialise in public law, discrimination and human rights, and in social welfare law (housing, social security and community care). At present, the firm comprises three equity partners, one salaried partner, four associate solicitors, and a paralegal/caseworker. They are supported by three secretaries and three other administration staff.

We only work for individuals and voluntary sector organisations (charities and NGOs). Most of the individuals we act for are dependent on legal aid. The firm holds a contract with the Legal Services Commission in the following areas: public law, housing, social security and community care. The firm's work is recognized in the Legal 500 and in Chambers in the following categories: public and administrative law; human rights and civil liberties, and social housing - tenants.

We are a specialist practice, and act as a second-tier agency. Many of our solicitors are leaders in their fields and write and provide training in their areas of expertise. We conduct many high-profile cases; although we are committed to providing excellent advice and representation to all our clients, many of whom come from marginalised groups. There is a high demand for our services which we are currently unable to meet.

/ The post

We want to recruit someone who can provide excellent casework support to our senior solicitors, in particular (but not exclusively) when working on complex judicial review claims and appeals.

The work will be across a broad range of subject areas (not just social welfare law), and so we are interested in someone who has the potential to be an excellent litigator.

Experience in a particular area of law is not essential; although it may help demonstrate an interest in our areas of expertise. However, a commitment to legal aid, and an ability to work sensitively with vulnerable clients and to pursue their cases tenaciously, are essential.

There will be some administrative work (for example in relation to legal aid applications and costs claims), but also the opportunity to work closely with our very experienced solicitors in preparing cases for issue and for trial. The range of casework support tasks will include: interviewing clients (including some home and detention centre visits); liaising with opponents, courts and other third parties; research and evidence gathering; and hearing preparation and attendance.

We hope to recruit someone to whom we would want to offer a training contract in due course (subject to your performance in post and subject to any unexpected funding changes by the Legal Services Commission). With that in mind, our ideal candidate would be someone who is either studying for, or who has completed, the LPC. The post

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is full-time, although we would consider some flexibility for those studying the LPC part-time.

The post is due to commence in September 2010, however an earlier start date will be considered for an exceptional candidate.

/ Personal profile

The successful applicant will:

- Have an excellent academic record or proven competence and ability through a successful work record.
- Be able to respond to guidance and supervision and learn quickly.
- Be able to work quickly, under pressure, and act on your own initiative.
- Be able to demonstrate a commitment to working in our areas of expertise (i.e. public law, discrimination and human rights and/or social welfare law). This may be shown either through LPC electives chosen, past employment or voluntary work. Paid or unpaid legal or advice work experience is desirable.
- Have the ability to work with and take instructions from vulnerable clients, many of whom are in very stressful situations. Our clients include people with serious mental health problems and those who speak English as a second language.
- Have a commitment to legal aid, coupled with an understanding of the challenges currently facing legal aid lawyers.
- Be able to demonstrate reliability and dependability in carrying out duties.
- Be able to communicate effectively in writing and orally.
- Have effective organisational abilities.

/ Equal opportunities considerations

The majority of the firm's clients are from black and ethnic minority communities and many have physical disabilities or mental health needs or are otherwise disadvantaged so it is essential that applicants have an understanding of Equal Opportunities issues.

/ Pay

In the region of £20,000 per annum.

PLEASE COMPLETE THE ATTACHED APPLICATION FORM. (Applications by CV will not be considered) **The completed application form should be marked 'paralegal/caseworker' and emailed to mail@pierceglynnc.co.uk or posted to, Pierce Glynn, 8 Union St, London, SE1 1SZ.**

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CLOSING DATE: 4pm on 30th September 2009.

/ Note

Due to the high level of interest we normally receive for solicitor and caseworker vacancies, we regret that we are only able to write to candidates who are short listed for interview. We expect to do so by 7th October 2009.

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