



Paralegal

**2 posts – Paralegal – Housing (Permanent)
Paralegal – Employment, Debt and Immigration (fixed term 12 months)**

Starting salary -£18,795

Salary scale – SCP 5-11

Contract – full time, 35 hours

Job Share – available in either post

Following the success of our generic Paralegal we are now recruiting 2 dedicated Paralegals to join the relevant teams based within our Chesterfield office. Both roles will include providing assistance to caseworkers and solicitors in the preparation of client cases, preparing documents and forms, legal research and meeting new and existing clients.

The work is high volume requiring a quick turnaround. You will have excellent file management and organisational skills and be naturally inquisitive with an understanding of legal principals.

The housing Paralegal post is ideal for someone who is looking to start their career in Law. The employment, debt and immigration Paralegal post is ideal for someone who has experience within at least one of the specialisms and a willingness to learn the other areas. You will be supported to develop your skills. Candidates who have completed or who are working towards the LPC would be welcomed as would candidates with a law degree or post graduate legal qualification.

A full Job Description, Person Specification and application form is available on our website - www.derbyshirelawcentre.org.uk under the news and events page.

NOTE - we DO NOT accept CV's.

Required Education, Skills and Qualifications

Must have a degree or legal experience and the ability to relate to a wide range of clients, including managing their expectations.

Experience of working in a legal aid agency or the not-for-profit advice sector is desirable.

Organisation

Derbyshire Law Centre is a registered not-for-profit legal charity whose aims / mission is to serve disadvantaged people living in Derbyshire. The Law Centre has been in existence since 1989 and has enjoyed political and financial support from public and voluntary sectors and communities across the county. Its primary aim is to provide free specialist legal services in social welfare law to individuals and families on low incomes. We specialise in: Community care, Debt, Discrimination, Employment, Homelessness, Housing, Immigration and Preventing Mortgage Repossession.

Benefits

- 31 days' annual leave, plus bank holidays (Pro rata if job share)
- Flexible working arrangements
- 8% Pension contribution

Full information pack available through Derbyshire Law Centre website, under news and events section.

Apply method: Email (dlc@derbyshirelawcentre.org.uk)