



Personnel Specification

Title of post: Paralegal – Employment, Debt and Immigration

Department/Unit: Employment

Requirements	Essential	Desirable
Qualifications / Education / Training	Degree, relevant legal training or experience in advice work	
Knowledge required	Working knowledge of using windows, Microsoft office, Outlook and file management systems	Knowledge of Employment, Debt and Immigration Law
Experience required	Working in a professional / client facing service	Experience of working in a legal aid agency. Experience of working with vulnerable people
Skills and aptitudes	Excellent oral and written communication skills Ability to relate to a wide range of clients and manage their expectations	Able to drive or organise own transport around the catchment area Understanding of the voluntary / not-for-profit advice sector

	<p>Ability to work with clients with complex needs</p> <p>Excellent client care skills</p> <p>Ability to prioritise own workload</p> <p>Excellent organisation skills, including managing a caseload</p> <p>Ability to work calmly under pressure</p> <p>Ability to self-service and produce own documents</p> <p>Ability to work independently</p>	<p>Ability to input information onto Case Management Systems.</p>
<p>Personal qualities required</p>	<p>Commitment to providing excellent client care</p> <p>Willingness to work co-operatively in a team</p> <p>Willingness to learn</p> <p>Commitment to professional development</p> <p>Commitment to working for claimants</p> <p>Motivation to join and share ethos of Derbyshire Law Centre</p>	