

**Paralegal – Children Team**

Our Family law department is looking to recruit an experienced paralegal in our Children team to support and strengthen our dedicated team of lawyers. The successful applicant will assist and support our fee earners on a range of family matters, which include legally aided and privately funded private law children, domestic abuse and care work. The role will also involve client care, billing and general administration.

Our firm holds Lexcel accreditation, and our Family department is ranked in Chambers and Partners UK and Legal 500. A friendly, enthusiastic and supportive working environment awaits you, with monthly personal development meetings, regular training and an open-door policy. Excellent career development and training contract opportunities are available to the right candidate.

Applicants should have completed LPC, BPTC or a law degree successfully. They should possess good client care skills, be adaptable to a dynamic work environment, have excellent communication and IT skills, very good attention to detail and should have strong organisational skills. They should be self-motivated, with an ability to prioritise work and deliver within deadlines. Prior work experience in a legal or related organisation, knowledge of Legal Aid Agency regulations and/or CCMS as well as financial and commercial awareness is desirable.

For the job application and equality monitoring form for this role, please visit:

<http://www.tvedwards.com/site/careers/opportunities>.

Completed applications should be forwarded to: [maria.walby@tvedwards.com](file:///C:\Users\Christine.Woolfenden\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\4NHF1PNU\maria.walby@tvedwards.com)

The closing date for applications is **17 June 2022.**

***While we thank you for the interest you have shown in TV Edwards, please be aware that it may be that only shortlisted candidates will be contacted.***

***No Agencies Please***