



Initiatives in Housing, Community Care, Education and Public Law

HOUSING PARALEGAL/CASEWORKER

Lawstop, an expanding legal aid law practice, is seeking top calibre Housing paralegals/caseworkers.

The position will involve conducting initial client interviews and recording their instructions, advising clients, communicating with external bodies, time recording, and general administrative duties.

We require a mature, self-motivated individual with excellent spoken and written communication skills, the ability to quickly absorb legal information and to conduct legal research. You will have very good organisational and time management skills and be able to produce documents to tight deadlines. Patience and tact are necessary as you will be assisting vulnerable people whose welfare is our priority.

As a case worker joining our friendly team, we will provide support and on-going training; however, you must have enough experience to hit the ground running. We are a versatile and adaptive practice with a unique approach to the delivery of legal services. Make a difference, join Lawstop.

This long-term position would be ideal for a person seeking experience in housing, community care or education law and who enjoys working in a fast-paced environment.

Duties will include.

- Meeting clients (either in person or by video call)
- Taking detailed instructions
- Drafting correspondence
- Drafting legal documents
- compiling bundles
- Instructing counsel and experts (such as psychologists/psychiatrists)
- Making applications for legal aid
- Liaising with other solicitors
- Reporting to the Legal Aid Agency
- Attending court with counsel (either in person or by telephone/video)

You must have:

- A strong academic background with a Law degree
- Initiative
- Time management skills
- A desire to want to help people
- The ability to work under pressure
- Experience working with vulnerable people
- Legal aid experience is very desirable.

Lawstop's office is based in Brighton

Job Type: Full-time

Salary: £24,000.00 per year

Schedule:

- Monday to Friday

Experience:

- Paralegal: 1 year (preferred)

Work Location: Hybrid remote in Brighton

The recruitment process will fully comply with GDPR and other applicable laws. Background checks including CRB / DBS checks will establish your eligibility to work in the UK and suitability to the role.

Lawstop is committed to Equal Opportunities and embraces diversity of its staff. The Company strives to ensure that our staff reflects the diversity of the communities we serve, which is reflective at all levels within our workforce.

We guarantee an interview for candidates that disclose a disability and meet the essential requirements for the post. Please provide additional details in your covering letter if this applies.