

MACKINTOSH LAW SOLICITORS

PARALEGAL VACANCY

COURT OF PROTECTION (WELFARE)

The vacancy

We are looking for a paralegal to join our friendly Court of Protection welfare team. This is a fantastic opportunity to learn and develop within a thriving law firm with an interesting and varied workload.

The firm

We are a specialist law firm providing expert legal advice and representation to disabled clients in the niche areas of mental capacity, community care and health care law.

Every person has the right to make decisions about their own lives. However if a person does not have the mental capacity to make a particular decision, the Court of Protection may make a decision in their best interests under the Mental Capacity Act.

We represent those clients and help develop caselaw for vulnerable people who need assistance in making decisions about key aspects of their lives including their rights to services and possible challenges to unlawful decisions made by public bodies such as local authorities and health organisations.

Our work seeks to raise the profile of the legal rights of people with learning disabilities, people in mental distress and clients with physical disabilities. We hold a contract to undertake legal aid work and remain a staunch campaigner for access to justice issues for disabled people.

About you

We are open to candidates from a variety of backgrounds. What is really important is your attitude, enthusiasm and personality fit. The successful applicant will have the right attitude, aptitude and ability.

Excellent legal, verbal, written and analytical skills are required but you will be enthusiastic and know that hard work is needed to succeed. You will see this role as more than just a job and you will take your responsibilities to our clients very seriously, whether the task is big or small. When it comes to individuals' lives, every detail matters, so you will be someone who considers the wider implications of what you do.

You will need to thrive in a busy environment, have excellent communication, numeracy and IT skills, be organised and accurate and have a willingness and ability to learn quickly on the job. Enthusiasm, commitment, integrity, professionalism, drive and the ability to work well within a team is vital.

The role

We will provide support and training in a specialist legal environment to develop excellent legal skills, to enable you to succeed in this role and to make a real difference to the lives of vulnerable people.

Experience of working in a legal environment and on legally aided cases would be an advantage but is not essential. The post will involve assisting fee earners in progressing cases under close supervision, including (but not exclusively):

- being involved in all stages of the case preparation and strategy
- preparing instructions to counsel, drafting letters
- arranging and attending conferences and hearings with counsel
- reading evidence, records and undertaking legal research
- drafting documents for Court
- all administrative tasks in relation to the above including maintaining files, time recording and following administrative procedures
- meeting with and advising vulnerable clients in the office, hospital, care home or elsewhere, with support and supervision
- attending professional meetings and taking notes

The work is varied and rewarding with a good degree of autonomy and encouragement to develop, under supervision. Whilst there is currently no training contract on offer progression is carefully monitored and rewarded and subject to the firm's needs and performance a contract may be available in due course. Training contract offers have been made to the firm's previous paralegals.

Start date: As soon as possible

Guide salary band: £20,000 to £23,000, dependent on skills

All applications must be made via our application pack by the deadline below.

Please email your request for a pack to recruitment@macklaw.co.uk

CLOSING DATE for applications via the pack is 5pm, 20 September 2021 with interviews to take place as soon as possible.