



Initiatives in Housing, Community Care, Education and Public Law

LEGAL AID PARALEGAL/CASEWORKER

Work Location: Brighton, BN1

Lawstop, an expanding legal aid law practice, is seeking top calibre Housing, Education, Immigration, Public Law and Community Care paralegals/caseworkers to work full-time, starting as soon as possible after interview. Previous experience working in a legal environment and knowledge of legal aid is very desirable.

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 and to develop a legal career in housing, community care, Immigration, education and public law and who enjoys working in a fast-paced environment.

Duties will include.

- Meeting clients (either in person or by video call)
- Advising at outreach locations within the community
- 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
- 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.

Firm Profile

Established in 2018, Lawstop is a specialist firm of solicitors with offices based nationwide who are driven by social justice

Inclusion & Diversity

We are committed to building an inclusive culture here at Lawstop where our people can thrive, regardless of their background or circumstance. As well as being the right thing to do, it makes good business sense too. A richness of backgrounds, experiences and perspectives helps us best serve our clients and the communities in which we operate. You can find out more about inclusion and diversity at Lawstop on our website.

Equal Opportunities

Lawstop is committed to providing equal opportunities for all. We welcome applications from everyone including of any age, ethnicity, religion, sex, sexual orientation, gender identity, nationality, neurodiversity, disability, or with parental or caring responsibilities. We also offer flexible working hours.

During the application process, all applicants have the opportunity to tell us about any adjustments or support they require so they are able to perform at their best. Any information you share with us during the application process is treated in confidence.

The recruitment process will fully comply with GDPR and other applicable laws.

Job Types: Full-time, Permanent

Pay: Paralegal from £24,000.00 per year depending upon experience

Benefits:

- Work from home

Schedule:

- Monday to Friday