

MJC Law - Paralegal Vacancy – Nottingham – June 2025

Please note the application process at the foot of this notice. Any CVs submitted without a covering letter will not be considered.

The Firm

MJC Law specialises in mental health, Court of Protection personal welfare work and community care. We hold 2024 Legal Aid Civil Contracts in both Mental Health and Community Care with offices in Nottingham and Leeds.

Our three directors are eminent in their field, with rankings in Chambers and Partners, Legal 500 and awards at both local and national law society level.

MJC Law won Legal Aid Law Firm of the Year in July 2021 at the prestigious Legal Aid Lawyer of the Year Awards held annually by the LAPG.

Our Vision, Mission and Core Values

The intent of the Directors in founding the business was to provide quality legal services to some of the most vulnerable in society. This included disadvantaged members of the local community and those suffering with mental health problems.

The work is predominately funded by Legal Aid, however, the Firm also offers a service on a private pay basis and is continually looking to find new and creative means for clients to access legal advice and assistance. Despite the challenges of the Legal Aid system the Firm continues to have a strong commitment to Legal Aid work and from these beliefs emerged a new Firm vision statement of intent to take the Firm forward into the future:

‘We empower our people to enforce rights and enhance lives through the provision of expert legal advice’

The vision for the future is to be market leaders in our chosen areas of work, to maintain our good reputation in the community and to continue to build good relationships both with clients and referrers of work. The Board of Directors’ aim is to provide strong leadership and direction, to build a sustainable organisation capable of delivering the highest quality of service and which is a stable and happy place to work.

Our Mission:

- To provide exceptional legal services for individuals by having a deep understanding of their requirements
- To develop and maintain open long term relationships and deliver outstanding customer service
- To create an environment that empowers individuals to thrive and exceed expectations

Core Values:

- **Excellence** - we bring market leading expertise, knowledge and intuition to deliver results that are on time and right for the client
- **Straightforward** – we make the complicated simple by taking a no-nonsense approach
- **Practical** – we take a flexible approach and provide realistic solutions that work

- **Empowering** – we provide the tools and support to our clients and colleagues enabling them to succeed
- **Fair** – we achieve outcomes that are transparent and person-centred in an environment where everyone has equal opportunities

The Role

We are recruiting for a Paralegal to assist more senior staff based at our Nottingham office. The candidate will be based within the Nottingham office and will primarily provide support with Court of Protection work, but may be required to assist more senior staff in any of our offices on the range of work MJC Law specialises in.

This position would suit motivated individuals with intelligence, ambition, lateral thinking skills and sound judgment. You must hold either an undergraduate degree in law or a post-graduate diploma in law (GDL). It would be an advantage, but not essential, to have completed the legal practice course (LPC).

Paralegal, or other legal work experience, or experience of the Court of Protection would be an advantage although this is not essential. The successful candidate must be able to demonstrate a genuine interest in undertaking this type of work and a commitment to legally aided work.

We are committed to protecting and promoting our clients' rights and the post-holder must be able to communicate confidently in order to work effectively with our clients and third parties. Successful candidates will have excellent client care skills and a sensitive and sympathetic understanding of clients' needs.

Candidates will also be expected to have excellent analytical and organisational skills, be committed to teamwork, take a thorough approach to documenting their work, be IT literate (including in Microsoft Office packages), attentive to detail, and have the ability to use their own initiative.

Depending on the candidate's level of experience, the rate of pay is competitive and a generous bonus scheme is available. We offer 25 days holiday and opportunities for training and development in our specialisms and being part of the growth of this firm.

We are an equal opportunities employer and actively encourage applicants from backgrounds which are currently underrepresented in the legal profession.

Please refer to the Person Specification and Job Description below for further details regarding this position:

[Person Specification](#)

[Job Description](#)

Application Process

Please apply by sending your CV and covering letter explaining how your qualifications, experience and values meet the requirements of the Person Specification and Job Description by Friday, 11 July 2025.

Please send your application to our Practice Manager, Helen Fanning using the following contact details:

Email: helen.fanning@mjc-law.co.uk

Postal Address: MJC Law, Unit 8, Wheatcroft Business Park, Landmere Lane, Edwalton, Nottingham, Nottinghamshire, NG12 4DG

Interviews will be held in July and/or August at our Nottingham office. The start date can be flexible to suit the successful applicant.