



PERSON SPECIFICATION

Post:		
Paralegal		
Department:		
Family		
Requirements	Essential	Desirable
Educational attainment	A level qualifications or equivalent	Educated to degree level LPC graduate
Knowledge required	Working knowledge of using Windows, Microsoft Office, Powerpoint, Outlook and case management systems Knowledge of family law	Knowledge of Law Society guidelines and procedures of the Legal Aid Agency Knowledge of Lexcel practice management standard Knowledge of legal aid rules and experience of working in a legal aid practice. Divorce, injunctions and children act applications.

Experience required	<p>Experience of working in a legal aid setting.</p>	<p>Experience of marketing/business development</p> <p>Experience of conducting own caseload</p> <p>Experience of delivering family law advice</p>
Skills and aptitudes required	<p>Excellent oral and written communication skills</p> <p>Good attention to detail</p> <p>Commitment to professional development</p> <p>Good prioritisation and time management skills</p> <p>Excellent client care</p>	
Personal qualities required	<p>Actively engages with others to build relationships and adapts personal style accordingly</p> <p>Ability to work calmly under pressure</p> <p>Willingness to work in a team and under own initiative</p>	<p>Willingness to carry out own advocacy</p>

	Motivation to join and promote Howells LLP	
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