



**Post: Family paralegal**

### **The firm**

The firm Founded in 1929 T V Edwards LLP has experienced rapid growth since 2008 and we are now one of the largest legal aid firms in the country. We also have an expanding private client base.

1. The firm has London offices in Whitechapel, Tottenham, Clapham and Deptford. We are committed to providing a high quality service to all our clients whether legally-aided or privately paying.
2. We are listed in both the UK Chambers' Guide to the Legal Profession 2016 (with nine of our solicitors listed as leaders in their field) and many of our solicitors recommended in the Legal 500.
3. As a firm we have made a significant investment in information technology. Our case management system is hosted on the Cloud.
4. Please see our web site [www.tvedwards.com](http://www.tvedwards.com) for further information in relation to our areas of practice and the profiles of our staff.

### **The family department**

The family department is based at our offices in Whitechapel, Tottenham, Clapham and Deptford. There are currently 2 member partners, 3 salaried partners, 12 solicitors, 1 legal executive, 10 consultant solicitors, 1 trainee solicitors and 4 paralegals in the department.

We have a strong commitment to training of our staff. We deliver regular internal training courses for staff of all levels of experience.

### **Family paralegal**

The Family team at TV Edwards LLP seeks to appoint a further paralegal.

An induction programme will be provided which will introduce you to office systems and our computerised case management system.

### **Description of role**

1. You will assist and support senior fee earners on a range of family matters which include private and public law children and domestic violence cases. You will attend court with counsel, liaise with new clients by telephone and in person.
2. You will assist the team as required in relation to administrative functions including billing, bundling and clerical work.
3. The current team members are enthusiastic about developing the business and marketing will also form part of your role, including: attending events, writing articles and being proactive on social media.
4. Ensure that time spent on all case work is promptly time recorded.
5. We expect all members of staff to work efficiently to ensure the continued profitability of the firm.
6. Ensure, where any part of the work within the Department is legally aided that all legal aid requirements are met
7. To keep up to date with legal practice and procedure, and to attend any training required by the firm

### **Person specification**

#### **(a) Essential Characteristics**

- Successful completion of Legal Practice Course/ Law Degree /BVC/BTPC and providing proof of all qualifications attained
- Excellent written communication skills including impeccable grammar and punctuation
- Ability to communicate effectively with the firm's client group
- Ability to work to deadlines, prioritise and work efficiently under pressure
- Strong IT skills
- Adaptability and an enthusiasm to learn and develop skills
- A team mentality

## **(b) Desirable characteristics**

- Work experience in a legal, advice or other relevant organisation.
- Legal aid experience including CCMS
- Financial and commercial awareness
- Client management experience

## **The application process**

The firm welcomes applications from all sectors of society and is committed to equality and diversity in all aspects of practice and within this application process.

Applications must be on our firm application form.

The application form together with completed equality monitoring questionnaire must be returned to Christine Woolfenden, HR Manager, at our Mile End office. Please email to:

[Christine.woolfenden@tvedwards.com](mailto:Christine.woolfenden@tvedwards.com)

The closing date for applications is **15th** January 2017

We will require references from two separate referees before an offer of employment can be confirmed.

## **Terms and conditions**

- Your starting salary will be £19,000.
- You will be entitled to 23 days annual leave.
- The firm offers family friendly policies for example, child care voucher scheme