

hopkin murray beskine



Family, housing and public law specialists

Vacancies – Trainee Solicitor and Paralegal/Administrative assistant

Hopkin Murray Beskine have the following positions available:-

1. Paralegal/administrative assistant (closing date 17 September 2021 at 5pm);
2. Trainee solicitor, Justice First Fellowship (closing date 13 September 2021 at 5pm).

Paralegal/administrative assistant

The role will involve providing paralegal and administrative support to our busy family team as well as some reception duties.

We are a long established North London firm with a thriving legal aid practice together with a substantial volume of privately funded cases. We are recommended by the Chambers UK Guide and Legal 500. The work carried out by our family team includes acting in public law care proceedings, privately funded financial remedy proceedings, contact and residence disputes, domestic abuse cases and international child abduction in the High Court.

We provide a collaborative workplace where you will be well supported and supervised. The firm has a modern practice management system and you will also receive training to use the Legal Aid Agency's online client management system for civil and family cases (CCMS). We are a London Living Wage employer.

The role will require someone who is well presented and has good oral and written communication skills. Previous experience of working in a solicitors' office is desirable but not essential. This would be a suitable role for applicants who have completed a law degree/GDL and would also be suitable for applicants undertaking the LPC or BPTC part-time. The position will be for a fixed term of 12 months, with a possibility of further progression.

To apply to join our enthusiastic and successful team, download our application pack at www.hmbsolicitors.co.uk. The closing date for applications is 5pm on 17 September 2021 and interviews will be held in the week commencing 4 October 2021.

Trainee solicitor – Justice First Fellowship

This is a new position starting in January 2022, supported by The Legal Education Foundation (TLEF) under the prestigious Justice First Fellowship scheme. The role is expected to be based primarily in the housing and public law team. Candidates are required to have completed the Legal Practice Course.

Applications for this role must be made through the online application process on TLEF's website, and cannot be made direct to Hopkin Murray Beskine. The closing date for applications is 5pm on 13 September 2021. Further details about the role can be found at: <https://jff.thelegaleducationfoundation.org/host/hopkin-murray-beskine-2021/>.

Information about the JFF scheme, eligibility criteria and how to apply can be found at: <https://jff.thelegaleducationfoundation.org/how-to-apply/application-form/>