



SOCIAL WELFARE PARALEGAL – Part Time (21 hours)

We are looking for a part time paralegal to support our housing, community care and public law solicitors based in our Whitechapel office. The role involves assisting with casework advice and litigation (covering homelessness, possession proceedings, disrepair, Court of Protection applications, and care planning); dealing with new client enquiries; and some administrative tasks. The majority of our work is funded by legal aid.

You will be working in a team committed to social justice. Supported by our colleagues in family, crime and mental health law, we offer holistic “outside the box” advice to our client base. Our reputation for good quality advice and representation has been recognised by Chambers and Partners (where our team is ranked in Band 2 with 3 lawyers ranked individually) and the Legal 500 (Tier 2).

Our staff are without doubt our best asset and we reward performance, provide flexible working practices and positively encourage every individual’s contribution as to how we deliver services. Market leaders in legal sector IT infrastructure systems and billing, we offer excellent support and training opportunities acknowledged in our Lexcel accreditation and Investors in People awards.

You will need to share our passion for access to justice and it would be advantageous to have had some experience of working within an organisation delivering housing or community care law advice. We are open to flexible working and would welcome applications from part-time students or people with childcare or other caring responsibilities.

We require you to have a law degree (or equivalent). For full job requirements please see the application pack.

Hours: 21 per week – Days/Hours to be agreed
Salary: £20,000 pro rata; 23 days annual leave pro rata.
Starting date: as soon as possible

For further information and to request our application pack please email maria.walby@tvedwards.com or visit <http://www.tvedwards.com/site/careers/opportunities>. Completed applications together with equality monitoring data must be sent by email to: maria.walby@tvedwards.com

Please note we will not process any applications where a TV Edwards application form is not completed.

The closing date for applications is **9am Monday 11th February 2019**.

TV Edwards is an equal opportunities employer