Person Specification

Position: Paralegal **Salary:** £18.5 - 22k per annum **Hours:** Full time – 35 hours per week, Monday to Friday

Office: Edwalton, Nottingham

Characteristics	Essential	Desirable
Qualifications	6 GCSE's A-C Grade 3 x A Levels or A Level Equivalent Course such as NVQ or BTEC Law Degree or Graduate Diploma in Law or working towards CILEx or SQE qualification	Legal Practice Course (LPC)
Knowledge	SRA Rules and Regulations	Knowledge and application of the Mental Capacity Act 2005 Knowledge of the Mental Health Act 1983 Knowledge and application of the Care Act 2014 Legal Aid Agency contract requirements SRA Accounts Rules
Skills	Excellent client care skills To be able to work as a team as well as on an individual basis Strong written and verbal communications skills Attention to detail	Ability to work under pressure whilst meeting time and financial targets

Person Specification

Characteristics	Essential	Desirable
Experience	Use of Microsoft Office, Word, Excel etc	Experience of acting for clients from all backgrounds, including extremely vulnerable clients Use of computerised systems such as case management systems
Other Attributes	Ability to travel to various locations when required (office or client related) Ability to work effectively from home when required	Full UK Driving Licence preferable A demonstrable commitment to access to justice and our practice areas