

## Person Specification



**Position:** Paralegal

**Salary:** Competitive

**Hours:** Full time or part time hours considered

**Office:** Nottingham

Characteristics	Essential	Desirable
<b>Qualifications</b>	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)
<b>Knowledge</b>	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
<b>Skills</b>	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
<b>Experience</b>	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
<b>Other Attributes</b>	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