



Job Title:

Paralegal – Family Law

Contract type:

Permanent

Hours:

Full time

Details:

We are looking to appoint a Paralegal (including Paralegals who are seeking a route to qualification/Training Contract *see below), to provide paralegal support to our Family Law Department, in the following types of cases: divorce, financial remedy disputes, civil partnership disputes, rights of unmarried and cohabitating couples, private law children disputes, domestic abuse. *(No Child care work).*

Qualifications:

*We are willing to support the successful candidate, after successful completion of the trial period, if they are seeking qualification, through any of the available qualification routes.

Duties:

The role will involve, but is not limited to:

- Assisting with new enquiries received;
- Assisting with the department's legal surgery sessions;
- Undertaking fee earning work on client matters, subject to appropriate supervision;
- Undertaking administrative tasks on client matters;
- Dealing with applications for funding from the Legal Aid scheme;
- Assisting with marketing efforts for the department, including networking with local external agencies that refer work to the department.

Requirements

Prior experience in this area is required and ideally candidates who have experience of the Legal Aid Scheme, as we hold a contract with the Legal Aid Agency in the category of Family Law.

Salary & Benefits:

- Salary is market rate and dependent upon experience.
- 25 days holiday per annum, bank holidays, loyalty holiday scheme, ability to buy holidays.
- Benefits include: contributory (auto-enrolment) pension scheme, annual discretionary bonus scheme, non-contributory death in service scheme, Paycare Scheme, flexi-lunch, enhanced sick pay scheme, *(please see the Careers page on our website www.bromleys.co.uk for full details of the benefits we offer).*

How to apply:

If you are interested in this role, please send your CV to our Recruitment Team at Recruitment@bromleys.co.uk.