

## Hackney Community Law Centre

### Social Welfare Paralegal

**Job Title:** Social Welfare Paralegal

**Responsible to:** Supervising Solicitor

**Salary:** £22,000 pro rata

**Hours:** 35 hours a week

#### Summary of role:

Hackney Community Law Centre is looking for a new paralegal dedicated to social justice, housing and welfare benefits law. Ideal candidates will have an outstanding understanding of public law and an evidenced interest in social welfare issues.

The post holder will provide efficient and effective legal advice, assistance and representation for clients, maintaining the highest standards of professional expertise and client care at all times. They can expect to assist solicitors running a caseload consisting of housing and benefits casework and to carry out their own casework under supervision. They will be accessible to their clients and to maintain regular and appropriate contact with them. They will also be expected to deal effectively and considerately with people from different cultures and backgrounds.

The post holder will directly responsible to the supervising solicitor who will oversee their legal work.

This position is ideally suitable for someone seeking experience in legal aid advice. The Law Centre may be prepared to offer a training contract to a suitable candidate subject to performance.

#### Responsibilities:

##### Casework:

Carry our own casework and assist other fee earners with their casework as follows:

- Deal with correspondence and telephone queries including covering the HCLC telephone advice line when requested
- Deal with clients requiring housing and benefits law advice in person, managing the client's expectations
- Provide written advice to the client, where necessary
- Maintain proper diary systems, i.e court and tribunal dates, limitation dates and timetables set by courts/tribunals
- Produce documents and instructions and obtain expert reports
- Negotiate settlements with other parties
- Attend court alone or with counsel, and conduct own advocacy where necessary/appropriate
- Assess clients for public funding/legal representation
- Submit final bills on regular basis

### **Miscellaneous**

- Self-service, i.e type own letters and documents and carry out own admin;
- Keep up to date with changes in the law and procedures
- Travel to other locations as required to carry out casework
- Deal quickly with clients
- Ensure that cases are conducted in accordance with Lexcel and Legal Aid Agency requirements with respect to publicly funded work
- Maintain confidentiality
- Attend meetings and training sessions, where relevant to the postholder's role
- Maintain electronic diaries and any team diary
- Check and action files for review
- Maintain time recording on a daily and weekly basis

The postholder will be expected to carry out any other tasks as reasonably delegated to them by the senior solicitor.

### **Skills and Abilities:**

- Communication – written and spoken
- Problem solving
- Computer literate
- Ability to work as part of a team
- Ability to work on own initiative
- Understanding of the requirements of publicly funded work

### **Information for Candidates**

Deadline for applications: **3 June 2022 @ 12 noon**

To apply please email a covering letter and supporting CV. Applications should be emailed to: [admin@hclc.org.uk](mailto:admin@hclc.org.uk) subject clearly stating: **Paralegal Recruitment**

#### **Start date: ASAP**

Please take care to read the full application pack and to answer the questions carefully. Only candidates who can demonstrate and evidence their commitment to social welfare law will be considered for this role.

**Term:** 12 months initially

**Based at:** 8 Lower Clapton Road, London E5 0PD