# INFORMATION ABOUT THE PARALEGAL POST

We are a specialist team of litigation lawyers working for tenants, the homeless, migrants, disabled people and welfare benefits claimants

We provide a full bi-lingual service in Spanish and Portuguese.

We are looking for an applicant who can demonstrate commitment to our aims, the ability and experience to undertake the work and the capacity to learn quickly.

The applicant should have completed the Legal Practice Course or Bar Vocational Course and have at least a 2:2 degree.

We expect the successful candidate to have good legal, analytic, communication and forensic skills and the ability to work within a publicly funded framework in a fee-conscious manner.

Good keyboard and IT skills are essential. An ability to work in Spanish and/or Portuguese although not essential would be an advantage.

Enthusiasm, energy, tolerance, a commitment to hard work in a team, social awareness, and the ability to think clearly and quickly are obviously required. In addition, we shall be looking for:

1. adaptability to change and new working methods;
2. a commitment to client communications and empowerment;
3. a sensitivity to the needs of clients whose first language is other than English.