



Just for Kids Law Education and Community Care Paralegal

	Role Description
Role	Education and Community Care Paralegal – Fixed Term Contract
Proficient salary	£20,400 pa
Hours	Full time
Reporting to	Senior Education and Community Care Lawyer
Key accountabilities	Key elements/Tasks
Education & Community Care Law	<ul style="list-style-type: none"> • Running own caseload of education and community care cases under supervision. This includes: <ul style="list-style-type: none"> ○ Maintain accurate case files - both paper files and electronically, including using Just for Kids Law’s case management systems; ○ Meeting with clients and assessing the merits of their case; ○ Drafting correspondence with clients, opponents, counsel and Court as appropriate; ○ Drafting case papers, witness statements and correspondence as required; ○ Assessing the merits of a case and identify appropriate strategies for resolving issues; ○ Assisting in the issuing of judicial review and tribunal proceedings; ○ Complying with all professional conduct, SRA & LAA requirements; ○ Supporting a very vulnerable client group and managing complex issues associated with that client group; ○ Preparing files for billing and billing files. • Supervising volunteers as required
New Client Enquiries	<ul style="list-style-type: none"> • Supporting the South London Manager in the coordination and management of new client enquiries to ensure: <ul style="list-style-type: none"> ○ Client enquiries are processed efficiently and called back promptly; ○ Staff and volunteers who assist with processing new client enquiries receive appropriate training and are following procedures correctly; ○ Signpost new clients to other services and organisation if Just for Kids Law is unable to take on their case.
Team working	<ul style="list-style-type: none"> • Attend and participate in team meetings and other events including fundraising and training days.

	<ul style="list-style-type: none"> • Maintain effective liaison with colleagues working across Just for Kids Law. • Working closely with other projects, under supervision, to provide wraparound support to clients. • Support the involvement of young people, work experience placements and volunteers within the day to day running of Just for Kids Law.
Reporting and evaluation	<ul style="list-style-type: none"> • Provide regular case updates to line manager as appropriate. • Prioritise and manage cases, under supervision, in line with quality standards. • Produce quarterly reports and additional reports as requested including any reports for funders.

		Person Specification	
Qualifications & Training	<ul style="list-style-type: none"> • Qualifying law degree or have completed the GDL • Experience as a paralegal/caseworker relevant area of law • Desirable to have completed LPC/BPTC 		
Skills and abilities	<ul style="list-style-type: none"> • The ability to maintain a caseload of education and community care cases and to contribute to the provision of a high quality legal service in line with all regulatory requirements; • The ability to prioritise workloads and to ensure that all deadlines are met; the ability to analyse and assess detailed information, and to grasp complex issues rapidly; • The ability to work co-operatively with colleagues, in terms of the delivery of JfK Law's legal services and in the general running of the organisation; • The ability to communicate effectively with people from a wide range of backgrounds, many of whom do not speak or read English and who may have experienced abuse, discrimination or other traumas; • The ability to communicate fluently and effectively, by correspondence and by telephone, with a range of internal and external contacts; • Excellent organisational skills and file management skills • The ability to maintain a high level of client care, recognising the difficulties inherent in providing legal services to children and young people; • The ability to work co-operatively with colleagues; • The ability to be self-servicing in an office environment and to be able to use the full range of standard IT applications; • The ability to travel, both within London and occasionally beyond, in order to carry out the responsibilities of the post; • Ability to undertake advocacy and a commitment championing of the rights of children and young people and valuing diversity. • A knowledge and awareness of the requirements of public funding (legal aid) 		

	<ul style="list-style-type: none"> • Ability to work independently • Good attention to detail and good legal drafting skills
Experience	<ul style="list-style-type: none"> • Essential experience in case and file management. • Desirable to have experience working directly with young people. • Experience in using Microsoft Office, email and the internet and legal research programs. • Some experience of education or community care law is desirable but not essential.
Equality and Diversity	<ul style="list-style-type: none"> • Commitment to incorporating Equality and Diversity principles in all aspects of work.
Other requirements	<ul style="list-style-type: none"> • A willingness to work occasional evenings and weekends. • Willingness to attend trainings. • Keep up to date with law and practice.

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