

Paralegal to James Arney
Self-employed role: up to about 35 hours per week
Central London based

I am a busy practitioner (23 years call) at Temple Garden Chambers. My practice is predominately personal injury (split about 75/25 Claimant / Defendant), but also includes costs work.

I am looking for a paralegal to assist me in my practice. The role is ideally offered on a full-time basis but with flexible hours (I work both early and late, but can accommodate someone with either preference), although substantial part-time applicants may be considered. Previous paralegal and / or personal injury experience would be an advantage, particularly someone with 1 to 2 years of paralegal work in a good (claimant or defendant) firm of solicitors.

The role will suit someone with a longer term aspiration for a career at the Bar, who would value the opportunity to gain hands on experience of life in Chambers, whilst being involved in a busy personal injury practice. The previous occupier of this role has just secured pupillage after working with me for the last two years.

Responsibilities will include the following: -

- Drafting advices, pleadings and schedules.
- Preparing pre-and post-conference attendance notes.
- Attending conferences, JSMs and trials, including some rail travel to solicitor contacts in Sheffield, Leeds and Birmingham.
- Researching and analysing recent authorities and areas of law relevant to ongoing cases.
- Writing articles and preparing seminar notes.
- Perusing medical, DWP, employment and other source records to identify and catalogue relevant entries.
- Updating website entry and other marketing material.

- Responding to solicitor enquiries in respect of ongoing cases and/or separate queries.
- Some administrative tasks.
- Attending some seminars and marketing/social events.

The successful candidate should have the following **skills/attributes**: -

- Excellent research skills and attention to detail.
- Strong numeracy skills.
- Self-motivation and initiative, with the ability to work quickly and effectively
- Good interpersonal skills, with both the confidence and judgment to use them appropriately.
- Ability to absorb and quickly analyse detailed and complex documents.
- A fluent but concise writing style which is capable of adaptation to / integration with my own.
- Well presented, with a consistently professional demeanour.
- The confidence to stand your ground where appropriate, coupled with the ability to accept constructive criticism and a desire to improve.
- A good understanding of the mechanics and subtleties inherent in Ogden 7 future loss of earnings claims.
- The ability and desire to work hard and learn quickly whilst under pressure, commensurate with life at the modern Bar.
- Good IT skills.

Terms of engagement

The position is offered on a self-employed basis, working (under current Chambers provisions) within my room in Chambers (located on Middle Temple Lane). Furniture will be provided, but you should have your own laptop. You will submit monthly invoices for work done and expenses incurred. Self-employed status will give scope for some work to be done elsewhere[(particularly for other members of Chambers), subject to discussion / agreement. Flexible hours of work with regards to usual

working week (up to an anticipated 35 hours per week), but there may be times when unsociable hours are required due to urgent demand or travel. Hourly rate to be agreed. To start as soon as possible.

Applications

Apply to James Arney by email at ja@TGChambers.com (**all applicants must also copy their email applications to y8nno@hotmail.co.uk**), sending: -

- Your CV (no more than 2 pages)
- A covering letter (no more than 2 pages), explaining how you meet the above criteria, why you would want this role, and whether you are available for interview on Saturday 18th April 2015 and /or Saturday 25th April 2015.

Closing date: Midday on Thursday 9th April 2015.