**Paralegal to Mark James**

**Self-employed role: up to about 35 hours per week**

**Central London based**

I am a busy practitioner (26 years call) at Temple Garden Chambers, London. My practice is a mixture of personal injury, professional negligence and costs.

I am looking for a paralegal to assist me in my practice. This would be a full-time role but with flexible hours. I would prefer someone with 1-2 years’ experience of paralegal work within a solicitors’ firm but this is not essential and any graduate of the BPTC would be considered.

The role will suit someone with an aspiration for a career at the Bar who wishes to gain an insight into life as a working practitioner.

**Responsibilities** will include the following:-

* Drafting advices, pleadings and schedules;
* Researching legal points and drafting research notes;
* Preparing pre-conference outlines and post-conference attendance notes;
* Attending conferences, JSMs and trials (principally, but not exclusively, within London);
* Preparing chronologies;
* Research work for my textbook ‘Expert Evidence: Law and Practice’;
* Administrative tasks.

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

* Excellent research skills and attention to detail;
* Ability to write concisely and accurately;
* Strong numeracy skills;
* Self-motivation and initiative, with the ability to work quickly and effectively for long hours and under time pressure;
* Good interpersonal skills;
* Professional demeanour;
* Desire to practice at the Bar;
* Good IT skills.

**Terms of engagement**

The position is offered on a self-employed basis working (in accordance with the current Chambers’ policy) in my room or near-by. You must supply your own lap-top with Word and Excel software. Hourly rate to be agreed. Candidates must be available to start in the middle of September 2013.

**Application procedure**

Please send a *curriculum vitae* with a covering letter explaining why you wish to take on this role to [Mark.James@tgchambers.com](mailto:Mark.James@tgchambers.com) by **4 pm on 16 August 2013.**