



PARALEGAL - FAMILY

Rossendale & Greater
Manchester



WOODCOCKS
HAWORTH
& NUTTALL

JOB DESCRIPTION



At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We are nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

We are proud to be accredited as an 'Employer of Choice' which demonstrates our positive approach to career development, culture, staff engagement, leadership, diversity, inclusion and work life balance.

Join our dynamic and forward-thinking law firm. With an impressive portfolio of clients and a reputation for excellence and client satisfaction, we provide a challenging yet rewarding environment. We are committed to fostering growth, innovation, and career development within our practice.



The Role

We are seeking a client focussed and enthusiastic Paralegal to join our family team. The successful candidate will work as a paralegal to provide support to other fee earners in the team and to undertake administrative tasks and fee earning duties and ensure effective and efficient performance of tasks allocated on any case in accordance with the firm's high standards and reputation.



www.whnsolicitors.co.uk

SENIOR PARALEGAL - FAMILY



Principal Responsibilities

- Running own case load of appropriate cases.
- Handling new client enquiries and recording the details and following up.
- Working with other fee earners on existing cases and undertaking tasks assigned to include taking client's statement or instructions, preparation of documents including briefs to Counsel or instructions to experts or applications to court.
- Dealing with straightforward directions appointments at court where appropriate.
- Dealing with the issue of proceedings or applications and being familiar with the court portals.
- Assisting with administrative support for fee earners.
- File maintenance, electronic/paper filing of documents and communications, opening and closing files in accordance with the firm's policies and procedures, preparation of bills and slips in accordance with the firm's accounting practice, preparation of bundles for court/experts/counsel and delivery electronically or in person as required and all other administrative requirements.
- Attending team or firmwide meetings or such internal or external training as required.
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA, Lexcel, the CQS and the Legal Aid Agency.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- Wherever possible, utilise available software to provide a quality, cost effective and efficient service to clients
- Take responsibility including proactively participating in activities to ensure your personal development is maintained including keeping up to date with the changes in the area of law in which you practice.
- Understand the firms marketing strategy, contribute to business development initiatives, including networking and attend and positively represent the firm at industry events when appropriate.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business.

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Person Specification

		Essential	Desirable
QUALIFICATIONS	English language (Grade C or 4 and above)	✓	
	Maths (Grade C or 4 and above)	✓	
	Paralegal with 3+ years' experience of family law	✓	
	2:1 or higher degree		✓
	CiLex Level 3 Certificate		✓
EXPERIENCE & KNOWLEDGE	Microsoft applications	✓	
	Office administration; including but not limited to typing, photocopying and archiving	✓	
	Case Management systems preferably Proclaim		✓
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓
SKILLS	Developing and maintaining strong client and colleague relationships	✓	
	Pro-actively work on own initiative with the ability to know when to escalate matters	✓	

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Person Specification Contd.

		Essential	Desirable
	Work within a team in a cohesive manner	✓	
	Communicate in a sensitive, clear and unambiguous manner	✓	
	Ability to meet sometimes urgent deadlines while maintain accuracy skills	✓	
	Demonstrate resilience when problem solving	✓	
	Work in an organised and methodical manner	✓	
	Legal research	✓	
	Excellent telephone manner and customer service skills		✓
PERSONAL VALUES	Enthusiasm for and commitment to the work we do	✓	
	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	Full clean driving licence	✓	
	Speedy delivery of work without compromising quality		✓

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What We Offer

- Competitive salary
- Auto enrolment pension
- Death in service (after qualifying period)
- Salary sacrifice private medical insurance scheme
- Employee Assistance Programme
- Enhanced maternity / paternity / shared parental policies
- Legal services
- Conveyancing fees
- Opportunities for career progression and professional development.
- A supportive and inclusive work environment.

How to Apply

Please submit your CV and a cover letter outlining your experience and suitability for the role to jobs@whnsolicitors.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

For any inquiries regarding the role, please contact Kay Jackson-Leigh at kay.jackson-leigh@whnsolicitors.co.uk or 0161 761 8093