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## Job Description - Paralegal

July 2022

### Overview

7BR is looking to recruit a Paralegal to join its Clerking and Administrative Team. 7BR is a forward thinking and ambitious set of Barristers' Chambers in Central London, whose members practice principally in clinical negligence, personal injury, crime, employment and family law.

The Paralegal reports directly to the CEO and principal responsibilities include supporting individual members and Chambers as a whole, chiefly through assisting the CEO to ensure that 7BR complies with its legal and regulatory obligations.

The successful candidate will be someone who has the ambition to join the Bar but has not yet started pupillage. The role is broad, and requires someone with strong interpersonal skills, excellent time management, and a desire and aptitude to assist with the smooth running of a busy and varied Barristers' Chambers.

### The Role

#### *Principal Responsibilities*

*Paralegal* – Support Members' practices through legal research, note taking, compiling and reviewing case materials, creating bundles and proof reading.

*Legal support* – Advise the CEO on legal matters, often as a first point of contact before further expert advice is sought from Members / solicitors.

*Regulatory support* – Advise the CEO, clerks and Members with issues arising under the BSB Handbook and with regulatory compliance more broadly.

*GDPR* – Advise the CEO, Members and clerks on data protection issues, monitor 7BR's policies and practices to ensure compliance with data protection law, and take steps to minimise the risk of data breaches occurring. In the event of a breach, co-ordinate Chambers' response, including by drafting reports to be sent to the ICO.

*Complaints* – Assist the CEO in his capacity as Complaints Officer by investigating complaints, drafting emails to complainants and Members, ensuring timelines are adhered to, filing correspondence, assisting with the drafting of the CEO's first-instance opinion, liaising with the complaints panel of barristers, advising on procedure and relevant considerations, creating bundles of materials to go before the Legal Ombudsman.

*Executive PA to the CEO* – Provide guidance on the content of Chambers’ policies and their application to day-to-day situations, draft letters and emails, and assist with scheduling.

*Internal policies and procedures* – Review and redraft where appropriate.

*7BR Trust* – Facilitate the transfer of shares and assist with matters arising from such transfers, including SDLT.

*Articles and Social media* – Collaborate with Members and the Marketing Manager on articles and digital marketing (including podcasts and social media).

*Other* – Support the CEO and Chambers with discrete projects that need specific time and attention, as and when required.

## **Person Specification**

- BPTC graduate.
- Strong academic credentials – minimum 2.1 degree, not necessarily in law.
- Wider legal experience – pro bono, mini-pupillages, previous legal employment.
- Strong attention to detail.
- Confident public speaker and fluent, engaging writer.
- Collaborative attitude and the ability to operate effectively as a team member.
- Ability to engage with and command the respect of members of Chambers.
- Organised and structured approach to work and the working environment.
- Experience using Microsoft Word and Excel.

## **Salary and Benefits**

- Salary – £25,000 with discretionary bonus element.
- Option to enrol onto work-based pension scheme.
- Season ticket loan facility.
- 22 days holiday per annum.

## **To Apply**

Please send a CV and covering note explaining why you are interested in the role to CEO, 7BR – Harry Charlton: [hcharlton@7br.co.uk](mailto:hcharlton@7br.co.uk)

Closing date: 5pm, Wednesday 13 July

*7BR observes and upholds an Equality and Diversity Policy which can be viewed [here](#) and is also pleased to make reasonable adjustments throughout the recruitment process for any disabled candidates, if so required.*