

## **PARALEGAL – CENTRE FOR MILITARY JUSTICE**

### **Job Description, Person Specification and Application Process**

**Part-time (3 days a week, 9 month contract with possibility of extension)**

**£26,000 pa (pro rata, £15,600 pa)**

The Centre for Military Justice is a new, very small legal human rights charity that delivers specialist legal services to current and former members of the Armed Forces that have suffered sexual trauma, sexual harassment, serious bullying or other neglect. Our legal work includes claims in the Employment Tribunal, Human Rights Act and personal injury claims and judicial review/public law cases. We also provide specialist legal support and representation to bereaved families at inquests where deaths have arisen in a military context. In addition to our legal work, we provide general advice, advocacy and other support to affected individuals and we are able to offer access to external psychological support for clients. We work collaboratively with other NGOs and charities. The CMJ also undertakes policy work, campaigning and outreach within the Armed Forces promoting a better understanding of the rule of law, access to justice and human rights.

We have had a very exciting and successful first year, during which we have prioritised work around gender-based violence. In our second year, and subject to funding, we wish to build upon that and develop a new workstream that will provide specialist advice and support to service personnel that have suffered racial injustice during their service.

We have a small, extremely supportive and committed board of trustees and an advisory board of experts.

We work remotely and intend to continue to do so for the foreseeable future, therefore your location is not important, although we will ask you to travel occasionally to attend court or meetings. Our clients and cases are all over the UK.

We are seeking a committed paralegal to support the Director in all aspects of her work, to provide general advice and support to clients, and to develop their own small case load of service complaints and other casework. We provide training and regular, friendly remote contact and supervision. This role would suit a candidate that has completed their legal training but not yet commenced a training contract. Ideally the candidate will have started or completed their LPC/BPTC but this is not essential. The job requires a high level of organisational skill, flexibility, common sense and compassion.

We are committed to increasing diversity in our wider profession. Applications from candidates who are BME are particularly encouraged.

We have funding in place for nine months and hope to be able to extend this, subject to further funding. We hope the successful applicant will be able to start work in July 2021.

### **Responsibilities**

Assisting with conduct of the Director/supervising solicitor's casework including:

- Assisting with drafting documents
- Providing support to clients and acting as a client liaison, particularly with vulnerable clients
- Undertaking legal and policy research
- Attending court to lodge papers and take notes at hearings
- Taking responsibility for obtaining client documents via subject access requests, chasing and organising documents on receipt
- Undertaking Freedom of Information Act requests and appealing decisions
- Reviewing and organising evidence, disclosure and other material

- Ensuring the correct and timely diarising of key dates
- Preparing funding applications for legal case-work
- Preparing electronic bundles for counsel, experts and trial
- Assisting with billing and preparation of costs schedules
- Maintaining orderly case files on our cloud-based casework system, Law Fusion
- Taking accurate notes of meetings

Assisting with CMJ's response to general enquiries:

- Obtaining details and responding to new enquiries by telephone and email, signposting enquirers and liaising with partnering lawyers for the referral of cases
- Supporting with the monitoring and evaluation process of our response to enquiries

Assisting with wider organisational tasks:

- Conducting policy research on matters within the strategic priorities of the CMJ
- Assisting with briefing Parliamentarians on matters within the strategic priorities of the CMJ
- Assisting with briefing other charities and not-for-profits on matters within the CMJ's area of expertise
- Assisting with the organisation of training, conferences and other events
- Assisting with funding applications for the charity
- Drafting and assisting with the preparation of blogs and other public information materials
- Assisting with the charity's social media

## **PERSON SPECIFICATION**

Essential

- Law degree or law degree equivalent
- Excellent IT skills
- Excellent organisational skills
- Ability to support and work with survivors of trauma
- Ability to organise and prioritise a complex workload
- Understanding of and commitment to the aims of the CMJ

Desirable

- LPC/BPTC
- Flexibility – willingness to be flexible about working days

## **APPLICATION PROCESS**

Send a CV of no more than two sides, with a cover letter explaining why you wish to apply for the position to:

[information@centreformilitaryjustice.org.uk](mailto:information@centreformilitaryjustice.org.uk)

If you have questions about the position please email:  
Olivia Woodward on [OliviaWoodward@centreformilitaryjustice.org.uk](mailto:OliviaWoodward@centreformilitaryjustice.org.uk)

Or call 0203 848 6821

## **DEADLINE**

28 May 2021 4pm