

# Paralegal Work in the UK



BPP CAREERS SERVICE

July 2007

If you want paid experience in your holidays, whilst studying part-time or whilst you await the start of a pupillage or training contract you could do paralegal work. Paralegal work can be anything from administrative work to work similar to that of a trainee solicitor. Firms undertaking legal aid work also employ outdoor clerks which involves attending court and police stations taking witness statements and making note of court proceedings. Some paralegal work can also count towards your training contract or pupillage – this 'time out' is assessed on an individual basis and applicants should contact the Law Society or Bar Council direct for more information: [www.lawsociety.org.uk](http://www.lawsociety.org.uk) or <http://www.barcouncil.org.uk>

Whatever the position, paralegal work can be an opportunity to develop your legal skills and provide you with practical legal experience whilst earning some much-needed cash.

## **In-House and Private Practice**

To apply to law firms, chambers or in-house legal departments you should in the first instance write to the firm, chambers or company addressing your letter to the person who is responsible for the recruitment of paralegals – this could be a HR manager or partner responsible for personnel. In your letter clearly state whether you are looking for a permanent or temporary position. Firms, chambers and companies often keep a list of available paralegals to call upon as and when needed, and your CV will be kept on file. Firms or chambers will either require 6 months experience or a legal qualification (such as your LPC / BVC) but these criteria will depend on the position you are applying to. You should note, however, that gaining a paralegal position in a law firm is rarely a 'short cut' to a training contract. Some positions are offered with the possibility of one, but you must remember that it is by no means guaranteed and it is just a 'possibility'. If you are seeking a training contract you should continue to make applications.

## **Agency Information**

We have set out below contact details and information relating to various legal recruitment agencies in London. Please be aware that contact names may be subject to change.

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## Agencies in London

Name of agency	Contact details	Other Information
AM Legal	Danielle Rowe/Daniella Bryant AM Legal 37-38 Golden Square London W1F 9LA Tel: 020 7814 3537 Fax: 020 7814 3538 <a href="http://www.amlegal.co.uk">www.amlegal.co.uk</a>	<ul style="list-style-type: none"> <li>Ideally as much legal experience as possible is required</li> <li>GDL students taken on if they have some experience</li> <li>2.1 is preferred, although a 2.2 is sometimes acceptable</li> <li>No preference for candidates who have already secured training contract/pupillage</li> <li>Application process: CV and covering letter</li> <li>Candidates should contact the agency approximately <b>1 month</b> in advance of being available for work</li> </ul> <p>Roles available: mainly case handling roles</p>
Career Legal	Yvetter Hustler Careeer Legal Broad Street House 55 Old Broad Street London EC2M 1RX Tel: 020 7628 7117 Fax: 020 7638 4300 Email: <a href="mailto:info@careerlegal.co.uk">info@careerlegal.co.uk</a> <a href="http://www.careerlegal.co.uk">www.careerlegal.co.uk</a>	<ul style="list-style-type: none"> <li>Minimum 6 months legal experience required</li> <li>GDL students not taken on</li> <li>Minimum 2.1 degree required</li> <li>No preference for candidates who have already secured training contract/pupillage</li> <li>Application process: CV and cover letter</li> <li>Candidates should contact the agency <b>2 weeks</b> in advance of being available for work</li> </ul> <p>Roles available: junior paralegal and general admin positions</p>
City Centre Recruitment	Nancy Pomfret City Centre Recruitment 7 <sup>th</sup> floor Capital Tower 91 Waterloo Road London SE1 8RT Tel : 020 7620 2020 Email: <a href="mailto:nancy.pomfret@city-centre.co.uk">nancy.pomfret@city-centre.co.uk</a>	Please see website for more information:  <a href="http://www.city-centre.co.uk/legal_division.htm">www.city-centre.co.uk/legal_division.htm</a>

Careers Service Contact Details: [lawcareers@bpp.com](mailto:lawcareers@bpp.com)

0207 430 5306 or 0207 633 4539

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<p>DA Solutions</p>	<p>David Alonso          DA Solutions Limited          45 Ludgate Hill          London EC4M 7JU          Tel: 020 7332 5686          Fax: 020 7332 5696          Email: <a href="mailto:info@dasolutions.co.uk">info@dasolutions.co.uk</a>  <a href="http://www.dasolutions.co.uk">www.dasolutions.co.uk</a></p>	<ul style="list-style-type: none"> <li>• No previous legal experience required</li> <li>• GDL students taken on for temporary work</li> <li>• Academic requirements: 2.2 for temporary work; 2.1 for permanent work</li> <li>• Depending on the role, it can be helpful if candidates have already secured training contract/pupillage</li> <li>• Application process: send in CV, then registration</li> </ul> <p>Candidates should contact the agency approximately <b>1 week</b> in advance of being available for work</p>
<p>Hays Legal (London Office)</p>	<p>Hannah Jackson          Tel: 020 7523 3603          Email: <a href="mailto:hannah.jackson@hays.com">hannah.jackson@hays.com</a></p> <p>Helen Godwin          Tel: 020 7523 3779          Email: <a href="mailto:helen.godwin@hays.com">helen.godwin@hays.com</a></p> <p>Alex Booth          Tel: 020 7523 3655          Email: <a href="mailto:alex.booth@hays.com">alex.booth@hays.com</a></p> <p>Usha Jora:          Tel: 020 7523 3647          Email: <a href="mailto:usha.jora@hays.com">usha.jora@hays.com</a>  <a href="http://www.hayslegal.com">www.hayslegal.com</a></p>	<ul style="list-style-type: none"> <li>• Ideally 6 months legal experience required</li> <li>• However, candidates who have secured a training contract but have no legal experience are taken on (Also candidates with top academics but no experience)</li> <li>• GDL students not taken on</li> <li>• Ideally 2.1 or above required</li> <li>• Application process: CV and brief cover letter by email</li> <li>• Candidates should contact the agency <b>a few months</b> in advance of being available for work</li> </ul> <p>Roles available: temporary or permanent paralegal roles</p>
<p>Hewitson Walker (previously Indigo Selection)</p>	<p>Paul Hunter          Hewitson Walker London          1<sup>st</sup> Floor          7 Hanover Square          London W1S 1HQ          Tel: 020 7344 1429          Fax: 020 7493 8790  <a href="http://www.hewitsonwalker.com">www.hewitsonwalker.com</a></p>	<ul style="list-style-type: none"> <li>• Legal experience required – generally disclosure and pre-trial bundling</li> <li>• GDL students taken on if they have the right experience</li> <li>• Application process: send in CV and explain what work you are interested in</li> <li>• Candidates should contact the agency <b>2 weeks</b> in advance of being available for work</li> </ul> <p>Roles available: varies depending on experience</p>

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<p>Hudson (London Office)</p>	<p>Julian Baptiste Consultant Hudson Chancery House 53-64 Chancery Lane London WC2A 1QS Tel: 020 7187 6722 (direct) Tel: 020 7187 6000 (switchboard) Fax: 020 7187 6669 (fax) <a href="mailto:julian.baptiste@hudson.com">julian.baptiste@hudson.com</a>  <a href="http://www.hudson.com">www.hudson.com</a></p>	<ul style="list-style-type: none"> <li>• Minimum, ideally, of 6 months legal experience required.</li> <li>• Academic requirements: minimum 2:1, unless specific experience obtained in which case a 2:2 may be considered.</li> <li>• No preference for candidates who have already secured training contract/pupillage.</li> <li>• Application process: Email CV with covering letter.</li> <li>• Roles available: Paralegal / Legal Assistant / Legal Executive.</li> </ul>
<p>Legal Practice Clerks (LPC)</p>	<p>Camilla Campbell LPC 24 Martin Lane London EC4R 0DR Tel: 020 7090 1500 Fax: 020 7090 1550 Email: <a href="mailto:recruitment@lpc-law.co.uk">recruitment@lpc-law.co.uk</a> or <a href="mailto:info@lpc-law.co.uk">info@lpc-law.co.uk</a>  <a href="http://www.lpc-law.co.uk">www.lpc-law.co.uk</a></p>	<ul style="list-style-type: none"> <li>• No legal experience required but can be an advantage</li> <li>• GDL students not taken on</li> <li>• Academic requirements: The only change is to the academic requirements: candidates must have obtained a pass in either the LPC or the BVC qualification.</li> <li>• No preference for candidates who have already secured training contract/pupillage</li> <li>• Candidates required to be available to work for at least 6 months</li> <li>• Advocates work for LPC on a self-employed basis and are paid according to the number of hearings they attend</li> <li>• Candidates can apply online at <a href="http://www.lpc-law.co.uk">www.lpc-law.co.uk</a> where there is a legal question to answer and a facility to attach a CV and covering letter. If successful at this stage, they will be invited to interview. If successful at interview, they will be invited to an assessment day.</li> <li>• Candidates should contact the agency at least <b>1 month</b> in advance of being available for work</li> </ul> <p>Roles available: advocacy work only</p>

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<p>Matrix Legal (part of Chadwick Nott Group)</p>	<p>Gill McNab Director Matrix Legal Hamilton House 1 Temple Avenue London EC4Y 0HA Tel: 0207 489 2118 Fax: 0207 489 2072 <a href="http://www.matrix-legal.co.uk">www.matrix-legal.co.uk</a></p>	<ul style="list-style-type: none"> <li>• Clients largely place vacancies with the agency when they have been unable to fill roles through direct means</li> <li>• Most vacancies are for paralegals with experience of running a caseload</li> </ul>
<p>Michael Page (London Office)</p>	<p>Rochelle Kenner Michael Page International 1<sup>st</sup> Floor, Victoria House Southampton Row London <a href="#">WC1B 4JB</a> Tel: 020 7831 2000 Email: <a href="mailto:Rochellekenner@michaelpage.com">Rochellekenner@michaelpage.com</a> <a href="http://www.michaelpage.co.uk">www.michaelpage.co.uk</a></p>	<ul style="list-style-type: none"> <li>• 6 months previous legal work experience required</li> <li>• 2.1 is preferred</li> <li>• No preference for candidates who have already secured training contract/pupillage</li> <li>• Application process: send CV and cover letter</li> <li>• Candidates should contact the agency approximately <b>2 weeks</b> in advance of being available for work</li> </ul> <p>Roles available: paralegal and legal assistant roles</p>
<p>Prolaw</p>	<p>Andrew Wilson Prolaw 87 Chancery Lane London WC2A 1BD Tel: 020 7242 6633 Fax: 020 7242 6677 Email: <a href="mailto:info@prolaw.co.uk">info@prolaw.co.uk</a> <a href="http://www.prolaw.co.uk">www.prolaw.co.uk</a></p>	<ul style="list-style-type: none"> <li>• No previous legal work experience necessary</li> <li>• GDL students not taken on</li> <li>• 2.1 degree required</li> <li>• It is preferred that candidates have already secured a training contract/pupillage, but not essential</li> <li>• Application process: send CV to <a href="mailto:info@prolaw.co.uk">info@prolaw.co.uk</a></li> <li>• Advisable to register as soon as candidates know they will be seeking work</li> </ul> <p>Roles available: paralegal roles at top City law firms</p>

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<p>Taylor Root (London Office)</p>	<p>Daniel Rose Taylor Root Fleetway House 95 Victoria Street London EC4V 4HN Tel: 020 7415 2828 Fax: 020 7332 2494 Email: <a href="mailto:paralegals@taylorroot.com">paralegals@taylorroot.com</a> or <a href="mailto:danielrose@taylorroot.com">danielrose@taylorroot.com</a> <a href="http://www.taylorroot.com">www.taylorroot.com</a></p>	<ul style="list-style-type: none"> <li>• Six months legal work experience is ideally required</li> <li>• GDL students generally not taken on</li> <li>• 2.1 degree preferred</li> <li>• Application process: send CV to <a href="mailto:contact@taylorroot.com">contact@taylorroot.com</a></li> <li>• Candidates should contact the agency around <b>1 month</b> in advance of being available for work</li> </ul> <p>Roles available: paralegal and legal assistant roles at all levels in top commercial law firms in London and across the UK</p>
<p>UKPS Legal</p>	<p>Tony Neal Consultant UKPS Legal 1 Royal Exchange Avenue Ground Floor London EC3V 3LT  Tel: 0207 464 4400 Fax: 0207 464 4411 Email: <a href="mailto:mail@ukpslegal.com">mail@ukpslegal.com</a> <a href="http://www.ukpslegal.com">www.ukpslegal.com</a></p>	<ul style="list-style-type: none"> <li>• Generally prefer 3 months legal experience, although some roles require no legal experience but require candidates to have excellent academics and/or a Training Contract</li> </ul> <p>No preference for candidates who have already secured a training contract although these candidates can generally be easily placed</p> <p>We very rarely have roles available for GDL students. Most of our clients require candidates to have completed the LPC</p> <p>2.1 degree required, unless candidate has over 6 months City/corporate experience with strong references</p> <ul style="list-style-type: none"> <li>• Application process: Email CV and cover letter to <a href="mailto:mail@ukpslegal.com">mail@ukpslegal.com</a> for the attention of Tony Neal followed by an interview at our offices.</li> <li>• Candidates with training contracts should register as soon as possible; others should register 2 weeks to a month in advance of being available for work</li> </ul> <p>UKPS Legal recruit for Paralegals, Legal Secretaries, and Legal Support Staff at all levels.</p>

# Paralegal Work in the UK



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For a survey of solicitors firms offering paralegal work see [www.prospects.ac.uk](http://www.prospects.ac.uk) - follow legal links to 'paralegal work'.

Publications that also carry advertisements include: The Times (Tuesday), The Lawyer, The Law Society Gazette and Legal Week.

You can also find legal related work advertised with the Job Centre [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) - you can refine your search by postcode and type of work.

For details of legal work with local authorities check with the individual authority or see [www.jobsgopublic.com](http://www.jobsgopublic.com)

If you are interested in working within the courts the Court Service recruits for both temporary and permanent vacancies [www.hmcourts-service.gov.uk/cms/working.htm](http://www.hmcourts-service.gov.uk/cms/working.htm). The Court Service also keep a register of casual/temporary staff – to apply for these roles contact the HR department 020 7189 2000.

For a full UK list of Recruitment Agencies specialising in law visit the Recruitment and Employment Confederation website at: [www.rec.uk.com](http://www.rec.uk.com) and also (for London students) collect the free magazines such as GAT, TNT and Ms London from outside tube stations.

## Useful Websites

### Doctor Job

[www.doctorjob.com](http://www.doctorjob.com)

Graduate careers website with section on law and fact-files on work areas & employer directory.

### Jobs4law

[www.jobs4law.net](http://www.jobs4law.net)

Candidates can register their CV and receive email updates.

Law Moves.co.uk

[www.lawmoves.co.uk](http://www.lawmoves.co.uk)

Vacancies for temporary and permanent work in the legal sector.

Legal CV.com

[www.legalcv.com](http://www.legalcv.com)

Has student section with vacancies for training contracts and vacation work.

Legal People

[www.lepeople.co.uk](http://www.lepeople.co.uk)

Vacancies for solicitors, locums, legal and paralegal executives, temps.

Ten-percent.co.uk

[www.ten-percent.co.uk](http://www.ten-percent.co.uk)

Allocates you a personal recruitment consultant (also a practising solicitor), and have online CV and interview advice.

TMP Worldwide

[www.tmp.com](http://www.tmp.com)

Totally Legal.com

[www.totallylegal.com](http://www.totallylegal.com)

Legal jobs in law firms: agencies and in-house. Contains a very useful 'who's who' section with links to legal recruitment agencies, law firms and in-house employers.

BPP Vacancy Service

Also keep an eye on your BPP email account as vacancies are sent, whether voluntary or paid, direct to you. Vacancies are also posted on the Careers section of the student intranet. This vacancy service can also be accessed after completion of your course if you send a home or work email address to the [lawcareers@bppls.com](mailto:lawcareers@bppls.com) before you leave.

Careers Service Contact Details:

[lawcareers@bpp.com](mailto:lawcareers@bpp.com)

0207 430 5306 or 0207 633 4539