

# PARALEGAL WORK IN THE UK



BPP CAREERS SERVICE

July 2007

## Agency Information

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 [www.barcouncil.org.uk](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.

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

## 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.

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

0207 430 5306 or 0207 633 4539

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## Agencies in Leeds

<p>Anakin Seal (Leeds Office)</p>	<p>Helen Mauborgne Anakin Seal 8 St Paul's Street Leeds LS1 2LE Tel: 0113 202 1599 Fax: 0113 242 1021 <a href="http://www.anakinseal.co.uk">www.anakinseal.co.uk</a></p>	<ul style="list-style-type: none"> <li>• Six months legal work experience required</li> <li>• GDL students only taken on if they have the requisite experience</li> <li>• 2.1 degree not required; experience is more important</li> <li>• Prefer candidates without a training contract or pupillage, as do not usually get fixed term contract roles</li> <li>• Application process: CV and covering letter followed by interview</li> <li>• Paralegal roles are fairly infrequent</li> </ul> <p>Only have opportunities for candidates with experience</p>
<p>Badenoch &amp; Clark (Leeds office)</p>	<p>William Hannam Paralegal Division West Riding House 67 Albion Street Leeds LS1 5AA Tel: 0113 231 4545 Fax: 0113 231 4531 Email: <a href="mailto:leeds@badenochandclark.com">leeds@badenochandclark.com</a> <a href="http://www.badenochandclark.com">www.badenochandclark.com</a></p>	<ul style="list-style-type: none"> <li>• Up to a years legal work experience generally required, although candidates with less may be considered if they have excellent academics or experience in a niche area</li> <li>• GDL students only taken on if they have the above credentials</li> <li>• No preference for candidates who have already secured training contract/pupillage, although this can help</li> <li>• Application process: send CV and covering email to <a href="mailto:leedsparalegal@badenochandclark.com">leedsparalegal@badenochandclark.com</a></li> <li>• Advisable to register as soon as candidates know they will be seeking work</li> </ul> <p>Roles available: paralegal positions</p>
<p>G2 Legal (Leeds office)</p>	<p>G2 Legal (Leeds) No.1 Whitehall Whitehall Road Leeds LS1 4HR Tel: 0113 390 6016 Fax: 0113 390 6100 Email: <a href="mailto:leeds@g2legal.com">leeds@g2legal.com</a></p> <p>Other offices: Generic email address for any location: <a href="mailto:info@g2legal.com">info@g2legal.com</a> <a href="http://www.g2legal.com">www.g2legal.com</a></p>	<ul style="list-style-type: none"> <li>• Minimum 6 months legal experience required (not just summer placements)</li> <li>• GDL students taken on as long as they have the requisite experience</li> <li>• 2.1 degree required for Legal 100 firms</li> <li>• No preference for candidates who have already secured training contract/pupillage</li> <li>• Application process: send CV and covering letter by email</li> <li>• Candidates can register at any stage – they will then be contacted when suitable vacancies arise</li> </ul> <p>Roles available: paralegal positions</p>

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<p>Hudson Legal (Leeds Office)</p>	<p>Miriam Bickley Hudson Suite 9b Joseph's Well, Hanover Walk Park Lane Leeds LS3 1AB Tel: 0113 297 9505 Fax: 0113 297 9508 <a href="http://www.hudson.com">www.hudson.com</a></p>	<ul style="list-style-type: none"> <li>• Minimum 6 months UK paralegal experience essential</li> <li>• GDL students not taken on; completion of LPC required</li> <li>• No preference for candidates who have already secured training contract/pupillage</li> <li>• Application process: CV</li> </ul> <p>Candidates should contact the agency <b>1 to 3 months</b> in advance of being available for work</p>
<p>Law Recruitment</p>	<p>Rachel Clark Branch Manager Law Recruitment 20 East Parade Leeds, LS1 2BH Tel: 0113 242 2141 Fax: 0113 242 2113 Email: <a href="mailto:leeds@law-recruitment.co.uk">leeds@law-recruitment.co.uk</a> <a href="http://www.law-recruitment.co.uk">www.law-recruitment.co.uk</a></p>	<ul style="list-style-type: none"> <li>• Paralegal roles for LPC/BVC students are very infrequent</li> <li>• GDL students not taken on</li> <li>• 2.1 not necessary</li> <li>• Application process: send CV to <a href="mailto:leeds@law-recruitment.co.uk">leeds@law-recruitment.co.uk</a></li> <li>• Roles come up on a very adhoc basis so there is no set recommended time to register with the agency</li> </ul>
<p>Michael Page (Leeds Office)</p>	<p>Mike Smith/ Helen Barlow Michael Page Leigh House 28-32 St Pauls Street Leeds <a href="#">LS1 2PX</a> Tel: 01132183580 Email: <a href="mailto:mikesmith@michaelpage.com">mikesmith@michaelpage.com</a> <a href="mailto:helenbarlow@michaelpage.com">helenbarlow@michaelpage.com</a> <a href="http://www.michealpage.co.uk">www.michealpage.co.uk</a></p>	<ul style="list-style-type: none"> <li>• 6 months previous legal experience generally required</li> <li>• Occasional roles received where no experience required</li> <li>• GDL students taken on if they have the necessary experience</li> <li>• 2.1 is preferred but not essential</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 <b>1 to 2 months</b> in advance of being available for work</li> </ul> <p>Roles available: paralegal/legal assistant roles</p>

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<p>Taylor Root (Leeds Office)</p>	<p>Caroline Wharton Taylor Root Park Row House, Park Row, Leeds LS1 5JF Tel: 0113 394 6410 Fax: 0113 245 6066 Email: <a href="mailto:carolinewharton@taylorroot.com">carolinewharton@taylorroot.com</a> <a href="http://www.taylorroot.com">www.taylorroot.com</a></p>	<ul style="list-style-type: none"> <li>• Generally only register candidates with minimum six months legal experience, ideally gained at one firm</li> <li>• Occasionally have roles requiring no experience</li> <li>• GDL students are taken on if they have the requisite experience</li> <li>• Prefer candidates without a training contract/pupillage as clients generally seek candidates who want to paralegal as a career</li> <li>• Application process: CV and interview</li> <li>• Candidates should contact the agency <b>3 months</b> in advance of being available for work</li> </ul> <p>Roles available at law firms in the North</p>
<p>Tigercom Elite Recruitment (also covers Manchester, Newcastle, Liverpool, Sheffield)</p>	<p>Tigercom Elite Recruitment 5 King Street Leeds, LS1 2HH Tel.: 0113 244 6800 Fax: 0113 244 6900 <a href="http://www.tigercom.net">www.tigercom.net</a></p>	<ul style="list-style-type: none"> <li>• 6 months legal experience preferred, although occasional roles for junior legal assistants come up, which require no experience</li> <li>• GDL students are taken on</li> <li>• No preference for candidates who have already secured training contract/pupillage</li> <li>• Application process: CV and covering letter, followed by interview</li> <li>• Candidates should contact the agency <b>1 - 2 months</b> in advance of being available for work</li> <li>• Roles available: paralegal, legal assistant, junior case managers</li> </ul>

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## Agencies in Manchester

<p>Anakin Seal (Manchester Office – also deals with London)</p>	<p>Oliver Urpi/Dan Bowman Anakin Seal 1<sup>st</sup> Floor, 20 St Anne's Square Manchester M2 7HG Tel: 0161 839 1988 Fax: 0161 839 3179 Email: <a href="mailto:oliver.urpi@anakinseal.co.uk">oliver.urpi@anakinseal.co.uk</a> <a href="http://www.anakinseal.co.uk">www.anakinseal.co.uk</a></p>	<ul style="list-style-type: none"> <li>• Minimum 6 months legal experience required, except for occasional roles that require no experience but strong academics</li> <li>• GDL students are taken on</li> <li>• 2.1 preferred although not a necessity</li> <li>• Prefer candidates without a training contract or pupillage as they may be required in the role for longer than a year</li> <li>• Application process: send in CV, followed by meeting with agency</li> <li>• Candidates should contact the agency no earlier than <b>1 month</b> in advance of being available for work</li> </ul> <p>Roles available: wide variety of paralegal roles</p>
<p>Hays Legal (Manchester Office)</p>	<p>James Crutchlow Hays Legal Manchester 14th Floor St James's House 7 Charlotte Street Manchester M1 4DZ Tel: 0161 236 9577 Fax: 0161 236 3396</p>	<p>Please see website for more information:  <a href="http://www.hayslegal.com">www.hayslegal.com</a></p>
<p>Prospects Recruitment (UK)</p>	<p>Prospects Recruitment (UK) Altrincham Branch 10 Goose Green Altrincham Cheshire, WA14 1DW Tel: 0161 928 7779 Fax: 0161 928 4699 Email: <a href="mailto:altrincham@prospects-uk.com">altrincham@prospects-uk.com</a></p>	<p>Please see website for more information:  <a href="http://www.prospects-uk.com">www.prospects-uk.com</a></p>

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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 factfiles 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](http://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](http://Legal CV.com)

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

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

[Legal People](http://Legal People)

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

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

[Ten-percent.co.uk](http://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](http://TMP Worldwide)

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

[Totally Legal.com](http://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](http://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.

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