

Legal Assistant Vacancy

Job Description

A Legal Assistant is required to support the practice of Gerard McDermott QC, a leading silk specialising in catastrophic personal injury, employment and general common law.

The role will encompass every aspect of case work with Gerard McDermott. This includes (but is not limited to) preparing case summaries, first drafts of legal documents, attending conferences and taking attendance notes. This role would ideally suit a candidate hoping to pursue a career as a barrister, particularly with a view to practising in one or more of the chambers' specialist areas of practice.

Qualifications

The applicant should hold the following qualifications and experience:

- A law degree or equivalent (minimum 2:1 LLB or Commendation for the GDL); and
- Have passed the BPTC.

Legal work experience is preferred but not a pre-requisite for the application.

Personal Qualities

We seek dynamic, motivated and independently minded individuals who work effectively in a busy environment. The ideal candidate will demonstrate initiative and the ability to adapt to a new challenge. The applicant must be willing to work flexibly if required.

Job Details

The post will be full time, 37.5 hours per week. Normal working hours are 7.5 hours a day, which will be worked between 8.00am and 5.30pm but you will occasionally be required to work outside these hours. Any overtime will be paid according to our policy.

The role will be offered for a probationary period of 3 months, itself terminable on notice.

Salary to be negotiated dependent on experience. In addition, the employer will pay all reasonable travel expenses incurred in the course of your employment (this does not extend to travel to and from work). We offer 20 days' annual leave per year plus bank holidays.

Subject to the various Corona Virus Regulations and Guidance the successful applicant will work part remotely and part from a base in Stalybridge. However, travel throughout the country may be required to attend conferences, visits and court hearings.

Timeframe for Applications

All applications must be received by Wednesday 4th November 2020 at 5.00pm. Any applications received after this deadline will not be considered.

Interviews will be held remotely on Saturday 14th November 2020 and it is hoped that the successful applicant will commence their employment as soon as possible. We understand that the successful applicant may be required to work a notice period for their previous employer and we will alter the commencement date to facilitate this if necessary.

To Apply

Please apply by sending your Curriculum Vitae along with a covering letter outlining:

- Why you think this job is for you
- Why you want to work for Gerard McDermott QC
- What you can offer to the post
- Any relevant experience

Please send your completed application marked for the attention Michelle Hornsby by email to michelle@mcdermottqc.com or by post to Michelle Hornsby 7 Stamford Street, Stalybridge, SK15 1JP.

If you wish to discuss the role with Michelle Hornsby legal and administrative assistant to Gerard McDermott QC, please contact her on 0161 304 4306.

Gerard McDermott QC works as both a self-employed barrister and as a Director of Gerard McDermott QC Ltd a BSB Authorised entity. The Legal Assistant will carry out work to support his practice in both capacities.

Equal Opportunities Statement

We are an equal opportunities employer and are committed to Equality and Diversity. We do not tolerate discrimination or harassment on the grounds of any protected characteristic as defined by the Equality Act 2010. The legislation covers the entire working relationship including the pre-employment selection stage.

Under the Equality Act 2010 (the 'EA 2010') it is unlawful for chambers or any employer to treat an individual less favourably because of a "protected characteristic". The listed characteristics are: race, sex, pregnancy and maternity, gender reassignment, sexual orientation, marriage and civil partnership, disability, age, religion or belief. Race encompasses colour, ethnic or national origin and nationality.