**Junior Barrister’s Clerk**

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| Department | Advocacy  |
| Reporting to | Senior Advocacy Clerk |
| Job description updated  | October 2024 |

**About Us**

Established in 2000, Express Solicitors is an award-winning law firm that deals with personal injury and clinical negligence claims. Based in Manchester, we serve clients nationwide and are currently ranked 70 out of more than 10,000 law firms. We have a 5-star rating on Trustpilot from over 6,500 reviews, which coming from our clients means a lot to us. We are proud of the work we do helping injured people, and this is the core of our business.

**Role**

The Advocacy department are looking to recruit a Junior Barrister’s Clerk to support our friendly team of 15.

The position is required to support our experienced Senior Barrister’s Clerk with the department’s diary management, reporting, assessing, allocating incoming work, and further ad hoc administrative tasks.

**Responsibilities**

* Use of LEX case management System
* Logging in briefs for all fast-track matters.
* Sending papers to counsel.
* Taking instructions for in-house counsel from our lawyers. This can differ from Trials, MOJ’s, small claims, and Telephone hearings.
* Diary management.
* Organising couriers for counsel.
* Checking court lists and daily communication with courts.
* Working alongside teams in managing the diary and allocating work.
* Attending department meetings as and when required.
* Working with external Chambers on occasion.

**Person Specification**

* Excellent interpersonal skills with a proven ability to communicate confidently and efficiently in a corporate setting, both written and orally is essential.
* The ability to develop and maintain strong internal relationships at all levels.
* Well-developed influencing skills whilst remaining diplomatic, pragmatic, and sensitive.
* Co-ordination and prioritisation of workflow, troubleshooting and the ability to work on own initiative and as part of a team.
* Strong level of IT literacy including databases and common office systems (e.g. Excel, Word, email- Outlook)
* Professional and smart presentation and a willingness to learn and to work to tight and often competing deadlines
Capacity to thrive in a small team environment and is a team player who gets on well with colleagues.
* Take personal responsibility for delivering agreed objectives and pride in delivering a high-quality service.
* It would be advantageous if you have experience working as a Junior Clerk at a Barristers' Chambers, but not essential as full training will be provided.

**Salary, hours & benefits**

* Salary up to £25,000
* Our standard working hours are 8:30am to 5:30pm Monday-Thursday and 8:30am to 5pm Friday.
* 3/2 hybrid working pattern after probation.
* 23 days holiday a year, rising to 26 days, plus public/bank holidays.
* Extra day’s holiday for your birthday after 2 years’ service
* 3 holiday buy backs per year after 1 year of service
* Private medical insurance after 2 years’ service.
* Enhanced Maternity leave payment if you have over 1 year’s tenure, further enhanced at over 4 years’ service.
* Death in service
* 24/7 onsite Gym access
* Netball/Football team, 10km Manchester team and more
* Active social committee with generous departmental and firm-wide social budget.
* Active training culture and various groups and events such as Diversity and Inclusion.
* Other benefits including Employee Assistance Programme, free fruit & annual (optional) flu jab.

**Recruitment Process**

To apply, send a CV to recruitment@expresssolicitors.co.uk or visit our careers page on [www.expresssolicitors.co.uk/careers](http://www.expresssolicitors.co.uk/careers)

Interviews will be conducted by MS Teams and will include scenario-based questioning.

Our employees are our most important asset, we rate skill and ability above all else and our recruitment policy encourages applications from all.

By applying for this vacancy, you are giving us consent for to process your data in line with our Privacy Policy, full details of which can be found on our company website [Privacy notice for website users | Express Solicitors](https://www.expresssolicitors.co.uk/privacy-policy)