

FAMILY BARRISTERS' CLERK (MANCHESTER)

PERMANENT POSITION

Salary range: from £21,674 pa (depending on skills and experience).

Hours: Monday to Friday, 8:30am – 5:30pm (1-hour lunch)

Holidays: 25 per year plus Bank Holidays

Benefits: contributory pension scheme, private healthcare and cash plan

This is a great opportunity to commence a career as a barristers' clerk at one of the largest barristers' chambers in the country. We are looking for someone to join our busy, award-winning Family clerking team based in Manchester city centre.

This is not a role for someone who wants to practice law (e.g. as a solicitor or barrister), but for anyone interested in working in an administrative capacity in the legal sector in a vital role supporting the practice of barristers. There is plenty of scope for progression in the role supported by a 5-step job family which sets out your career path.

As a member of our clerking team, you will help to provide a smooth and comprehensive clerking service to our members, including careful diary management, recording of briefs and instructions, checking court listings and dealing with email and telephone bookings and enquiries from clients. As your career with us progresses you will become more involved in fee negotiation, barrister practice development and business development.

You'll need to be able to demonstrate strong written and spoken communication skills, the ability to follow processes carefully and with particular attention to detail, a polite and friendly manner, confidence with IT, a willingness to learn and the ability to work well with colleagues to deliver an excellent overall service.

Ideally you will have proven experience of working as an Office Assistant, Administrator or Clerk in a busy barristers' chambers or similar legal or professional services environment. Essentially, you will have working experience of administration, confidence and experience in the use of office ICT and equipment and a flexible and team-oriented approach.

In return we offer a friendly and sociable working environment, a competitive salary and benefits package and, with over 40 clerking roles across our four sites, excellent opportunities for peer support and career development in the company.

A full job description can be found on our website at <https://stjohnsbldings.com/careers/clerking-support-staff/>

For an information discussion about the role, please contact Paul Laverty, Group Senior Clerk (Family) on 0161 214 1500.

Please click here to apply: <https://stjohns.current-vacancies.com/Jobs/Advert/3293460?cid=3282>

Closing Date: we encourage swift applications and will close when we have sufficient applications shortlisted for interview.

We positively encourage applications from all sections of the community and operate an equal opportunities approach.