

MACKINTOSH LAW SOLICITORS

LEGAL SUPPORT – COURT OF PROTECTION (WELFARE)

The vacancy

Mackintosh Law seeks legal support (part time or full time) for our Office Manager and solicitors in our well established and friendly Court of Protection welfare team at our busy practice at London Bridge. This is an exciting opportunity to be involved in the process of developing caselaw for disabled people who need assistance in making decisions about key aspects of their lives.

The firm

We are a specialist law firm providing expert legal advice and representation to disabled clients in the niche areas of mental capacity, community care, and health care law.

Nicola Mackintosh QC (Hon) is the owner and sole principal of Mackintosh Law. She is supported by a highly trained team of solicitors and paralegals.

The firm's work seeks to raise the profile of the legal rights of people with learning disabilities, people in mental distress and clients with physical disabilities. The firm holds a contract to undertake legal aid work and is a staunch campaigner for access to justice issues for disabled people.

What we do

Mental Capacity (Court of Protection) - Every person has the right to make decisions about their own lives. However if a person does not have the mental capacity to make a particular decision then the Court of Protection has the power to make a decision in their best interests under the Mental Capacity Act 2005. We also advise vulnerable clients about their rights to services and possible challenges to unlawful decisions made by public bodies such as local authorities and health organisations.

We have taken some of the leading test cases in our field and have a national reputation for quality advice and representation.

Our website provides further examples of the types of cases where we can advise:

<http://www.macklaw.co.uk/our-services/>

The post

The post will involve assisting fee earners and our Office Manager in ensuring that the administrative side of the firm continues to run smoothly and casework can be carried out effectively including (but not exclusively):

- Assisting with the administrative preparation for court hearings and round table meetings where required

- Providing support to the Sole Principal and Assistant Solicitor(s) on cases as required
- Organising the filing of attendance notes and client related documentation and time recording
- Assisting with file opening/closing procedures and archiving duties
- Assisting with the billing of files, petty cash and financial reconciliations
- Equipment management, ordering office supplies etc.

About you

We are open to candidates from a variety of backgrounds and we are also willing to consider part time or full time applicants for this post. You may be a law or LPC graduate or, you may have a degree from a different discipline, but have an interest in the work we do. If you are not a graduate you may be able to show through your experience that you have the necessary skills and attributes for the post. What is most important is your attitude, skillset and personality fit.

You will be personable, approachable and have a genuine interest in the work we undertake.

Experience of working in a legal environment and on legally aided cases would be an advantage but is not essential.

The successful candidate will need to thrive in a busy environment, have excellent communication skills, numeracy and IT skills, be organised and accurate on all tasks and have a willingness and ability to learn quickly and to accept responsibility. Enthusiasm, commitment, integrity, professionalism, drive and the ability to work well in a team is vital.

In turn we will provide support and training in a specialist legal environment to develop excellent administrative and legal skills and ultimately help vulnerable clients enforce their rights.

This is a fantastic opportunity to learn and develop within a thriving firm with an interesting and varied workload. We pride ourselves on our leading reputation and have a strong commitment to client care and the future growth and development of the firm.

Start date

As soon as possible

Salary

Competitive.

Please note that all applications must be made via our application pack.

Please email your request for a pack to info@macklaw.co.uk

Or write to:

Mark Slade
Office Manager
Mackintosh Law
103 Borough High Street
London SE1 1NL

CLOSING DATE for applications via the pack: 12 pm on Monday 25 June 2018

Please note that we are not accepting agency CVs for this position.

Mackintosh Law is an Equal Opportunities Employer.