



part of the Affordable Family Law Group CIC



PLACEMENT INFORMATION



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Job Title	Family Law Paralegal (placement year opportunity)
Employer	BH Support of 67 Southbourne Grove, Southbourne, Dorset, BH6 3RN
Contract Term	30 weeks; 30 hours per week, commencing 10th September 2024 – 6th June 2025
Remuneration	Unpaid; expenses and benefits TBD

Who are We?

BH Support is a not-for-profit community interest company. This means that we use our assets and resources to help our local community. Our Mission is to provide affordable legal support to local families and individuals within our community to resolve disputes, helping the community as a whole to live better lives. We currently offer support in divorce, separation, financial arrangements following separation, cohabitation disputes, child arrangements, and protective injunctions for victims of domestic violence.

We work closely with local organisations such as Water Lily Project, Beyond Reflections, and Citizens Advice to assist their beneficiaries with much needed affordable legal support. We are also part of the GP Reform BCP/NHS Social Prescriber referral program and part of the BCP Multi Agency Safeguarding Hub early intervention team referral program.

We are funded by way of fee earning legal executives, social impact investment and grant funds aimed at creating a more resilient community. We work closely with all agencies and at partner level within local family law solicitors along with an alignment with the courts throughout the area and work with the Dorset Police Commissioner on a joint pledge to reduce the level and impact of Domestic Violence throughout Dorset.



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Your Placement with Us

BH Support offers an exciting hands on 30-week placement to undergraduate university Students in the penultimate year of the LLB Law Degree to gain a unique learning experience where you will work directly in support of clients to develop your skills and make a positive impact on their lives. Your 30 weeks will be split into 3 quarters.

The first quarter will be spent shadowing our current team in initial client consultations, you will also have the opportunity to join client meetings and calls, conduct research, assist with legal drafting all whilst developing your communication skills and learning about our client management and legal accounting software.

In the second quarter you will be given more responsibility where you will be building and growing on the first quarter whilst conducting your own client interactions and deciding and acting on the steps required to support them. You will be given close guidance by a member of the team who will be your oversight and support point of contact.

The third quarter will allow you to demonstrate your personal skills development as you instruct your own clients from the initial consultation stage through the legal process including negotiations, attempting to find amicable solutions, drafting court documents and attending court hearings as a McKenzie Friend with your client, all in an effort to achieve a positive outcome.

Following the successful completion of your placement year you may be offered to continue with BH Support on a paid bank contract alongside your final year of university. Upon completion of your LLB Law Degree and a successful bank contract, you will be offered a full-time employment role with the opportunity to complete your Qualifying Work Experience in addition to having Solicitors Qualification Exam 1 + 2 paid for by BH Support.

Who Are We Looking For?

We are looking for solicitors of the future who can demonstrate commitment, ambition and enthusiasm for using the law to positively impact people over profit. We desire those with excellent communication and customer service skills, commercial awareness and a strong determination to succeed. Team working is important, as is the ability to work effectively alone whilst planning and prioritising your work.



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What Can We Offer?

Although this placement is unpaid, we will discuss on an individual basis monthly expenses not exceeding a certain amount which you may receive to support you in your fuel, travel, or any cost you endure as result of your time at BH Support.

Wellbeing support will be offered in the choice of a gym membership or exercise related classes upon discussion.

We will also provide you with a pastoral care package to ensure you are supported emotionally and mentally through your time at BH Support this includes two hours each week, group mentoring/personal development sessions, experience shadowing with community members, solution focused training on solution focused conversations, telephone training, systems training, and emotional intelligence skills workshops.

The Application Process

Your application must include both a CV of no more than 2 sides of A4 and a cover letter of no more than 1 side of A4.

Your supporting statement should highlight your interest in BH Support and your motivation for undertaking this Placement. Please detail any relevant experience, ensuring this is in line with the above in description and person specification. Please state your summer availability in the month of May and whether you would be interested in attending our office for 2-3 days to shadow the current placement students should you be asked to do so.

Please send your application to **Claudia Webb** at cw@bhsupport.co.uk with the subject 'Placement application 2024' by **5pm Wednesday 10th April 2024**.

Every application will be given due consideration with the aim to provide each candidate with an initial informal chat either remotely or in person commencing the first week of April. Please indicate your preference for either in person or remote for an interview in your cover letter.

This is a UK-based post and applicants must be living in and have the right to work in the UK; if applicable please detail your visa status in your cover letter.

BH Support is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.

BHSUPPORT

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Scan the **QR** code
for more **information**:



Scan the **QR** code
to book an **appointment**:



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