

## Court of Protection Paralegal Job Description:

### Position Summary:

The Court of Protection Paralegal plays a critical role within Bison Solicitors, offering an invaluable opportunity to develop legal expertise in a rapidly evolving field. This position is ideally suited for candidates with a background in law, exceptional communication skills, a proactive approach, and a willingness to tackle challenging situations and use their own initiative. As a member of our Court of Protection department, the Paralegal will focus on case management, and client interaction, contributing significantly to the representation of vulnerable individuals within our community, under direct supervision by a Supervising Solicitor.

### Qualifications:

- Completion of a law degree and/or Legal Practice Course (LPC)
- Possession of a UK Driver's License and access to a reliable vehicle

### Key Responsibilities:

1. **Case Management:** The Court of Protection Paralegal will assist Supervising Solicitors to manage Court of Protection cases, including legal aid applications, organising case files, diarising dates, conducting legal research drafting minutes of meetings and preparing and considering necessary documentation from inception to resolution under supervision.
2. **Advocacy:** Working closely with Court of Protection Supervising Solicitors, the Paralegal will assist in advocating for clients' rights and interests to include attending court hearings with Supervising Solicitor or Counsel and client meetings.
3. **Client Interaction:** Conduct regular client meetings to gather instructions and maintain regular communication with clients, healthcare professionals, and relevant stakeholders to facilitate information exchange, under supervision.
4. **Compliance:** Upholding strict confidentiality standards and ensuring compliance with all regulatory requirements, governing legal practice and internal processes and procedures.

5. **Continuous Learning:** The Court of Protection Paralegal will remain informed and up to date about developments in Court of Protection law and related regulations to inform effective representation and ensure adherence to evolving legal standards.
6. **Meeting Billing and Time Targets:** The Court of Protection Paralegal will be responsible for accurately recording billable hours and ensuring adherence to billing and time targets set by Bison Solicitors. This includes timely completion of tasks and efficient utilisation of resources to maximise productivity and meet financial objectives.

#### **Qualifications and Skills:**

- Minimum of 12 months of continuous paralegal experience.
- Strong communication skills, both written and verbal.
- Exceptional organisational abilities and attention to detail.
- Meticulous attention to detail in office-based tasks and procedures.
- Proficiency in legal research methodologies and relevant software applications.
- Ability to work effectively both independently and as part of a team and use own initiative.
- Compassionate and empathetic approach when interacting with clients and stakeholders.
- Exceptional ability to establish and nurture rapport with clients and their families.
- Proficiency in presenting oneself in a professional manner.
- Ability to navigate effectively when working with challenging or confrontational clients.
- Willingness to undergo background checks and comply with all applicable regulations.
- Commitment to ongoing professional development and learning.

#### **Benefits:**

- Competitive salary and benefits package.
- Opportunities for professional growth and advancement within Bison Solicitors.
- Supportive and collaborative work environment.

- Meaningful work that makes a positive impact on the lives of others.

**Company Values:**

At Bison Solicitors, we are committed to upholding the highest ethical standards and providing exemplary service to our clients. The Court of Protection Paralegal will embody our values of integrity, professionalism, and dedication to serving vulnerable members of our community.

**Note:**

This job description is intended to provide a general overview of the responsibilities and qualifications for the Court of Protection Paralegal position at Bison Solicitors. Additional duties and requirements may apply based on specific departmental needs and company policies.

November 2025