



PARALEGAL – LITIGATION / DISPUTE RESOLUTION

Are you passionate about the law and eager to build your career within a respected and established legal practice? Join Biscoes, an award-winning local law firm that has built its reputation on delivering Great Service, Every Client, Every Time.

Biscoes provides legal services to clients across Hampshire and the Isle of Wight. Our commitment to exceptional client care helps us build long-term relationships while providing our legal professionals with opportunities for lifelong learning, development, and career progression. If you are looking to establish a rewarding and long-lasting career in the legal profession, we would love to hear from you.

ROLE DETAILS

- **Role:** Paralegal
- **Practice Area:** Litigation/Dispute Resolution
- **Hours:** Full-time, 35 hours per week
- **Salary:** Negotiable, depending on experience

We are currently seeking a Paralegal to join our busy Litigation team, which operates across our Waterlooville and Port Solent offices. You will become an integral member of the team, providing comprehensive administrative and legal support to our lawyers and helping to ensure the department operates smoothly and efficiently.

ROLE RESPONSIBILITIES

You will play a key role in delivering our mission of Great Service, Every Client, Every Time.

Not only will you support lawyers and help optimise their workload, but you will also be qualified in mediation, enabling you to generate income in your own right and interact directly with clients. This is an excellent opportunity for someone looking to develop their legal career within a supportive and forward-thinking firm.

JOB REQUIREMENTS

The ideal candidate will have exceptional attention to detail, strong communication skills, and a friendly, professional, and trustworthy manner. A positive and flexible approach is essential, as is the ability to remain calm under pressure while demonstrating the values and ethos of the firm.

While personal qualities are important to us, the following experience and qualifications will help you succeed in this role:

- A minimum of 1 year's experience in a comparable legal role, ideally within litigation or insolvency.
- A law degree (or equivalent qualification).
- Registration with the Civil Mediation Council.

While these requirements are important, we recognise that skills and experience can be gained in different ways. If you do not meet every criterion but believe you have relevant transferable skills, qualifications, or experience, we encourage you to apply.

Please note that all applicants must have the right to work in the United Kingdom. Unfortunately, visa sponsorship is not available for this role. The successful candidate will also be required to undergo a satisfactory DBS check.

INCLUSIVE RECRUITMENT & ACCESSIBILITY

We offer all applicants who meet the qualifying criteria within one of the categories below a guaranteed interview, provided they meet the minimum criteria for the role.

- **Disabled Applicants:** In accordance with the Equality Act 2010, a disabled person is defined as an individual with a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This includes individuals with physical disabilities, mental health conditions, sensory impairments, learning disabilities, and other health conditions.
- **Armed Forces Community:** This includes individuals who are currently serving in the Armed Forces or those who have previously served.
- **Care Leavers:** This includes young people who have left local authority care, up to the age of 25.

If you are eligible for a guaranteed interview through one of these schemes, please let us know within your application.

We are committed to providing reasonable adjustments throughout our recruitment process when requested and will always endeavour to be as accommodating as possible.

WHY JOIN BISCOES?

- **Comprehensive Benefits:** We offer a range of benefits including a healthcare cashback scheme, employee assistance programme (EAP), a discounts platform and a range of salary sacrifice schemes. Colleagues also have access to discounted and in some cases free legal services.
- **Work-Life Balance:** At Biscoes, we understand the importance of maintaining a healthy work-life balance. While we take our work seriously, we also value the wellbeing and happiness of our employees. We offer flexible working arrangements

and a self-managed time-off policy to help you balance your professional and personal commitments.

- **Professional Development:** We believe in investing in our people. You'll have access to training, development opportunities, and ongoing support to help you excel in your role and progress your career.
- **Our Culture:** We empower our colleagues to deliver exceptional service through a culture of collaboration, innovation, and continuous improvement. You'll have the opportunity to work alongside experienced professionals across a variety of practice areas, drawing on their expertise to achieve the best outcomes for our clients.
- **Exceptional Reputation:** As one of the area's long-established legal practices, Biscoes has built a strong reputation for trust, professionalism, and client care. Joining our team means becoming part of that legacy and helping to shape its future success.

INFORMAL DISCUSSION

If you would like an informal discussion about this opportunity, please email <mailto:hr@biscoes-law.co.uk?subject=Paralegal - Litigation/Dispute Resolution> with the subject line: "Paralegal – Litigation/Dispute Resolution" and a member of our team will be in touch.