



LEGAL ADMINISTRATOR

SALARY: £16,926 PLUS CONTRIBUTORY PENSION

HOURS: PART TIME 30 HOURS PER WEEK

TERM: PERMANENT

LOCATION: LEOMINSTER

REPORTS TO: FISH LEGAL PRACTICE MANAGER

JOB SUMMARY

Fish Legal are seeking a highly motivated legal administrator to provide administrative assistance to a small, in-house legal team.

The successful candidate will have proven track record of working in a busy office environment, providing a support function to others, handling incoming enquiries and recording payments and expenses.

Reporting to the Practice Manager the legal administrator will primarily work to support Fish Legal's legal team but will also have some regular contact with colleagues in Angling Trust.

Fish Legal is a membership association using the law to protect fish stocks and the rights of its members throughout the UK. It is joined in a collaborative and co-operative relationship with The Angling Trust - the united, not for profit representative organisation for marine and freshwater angling in England and Wales.

PRINCIPAL OBJECTIVES AND MAIN DUTIES

The Legal Administrator is responsible for:

Item	Duties
1	<p>Administration</p> <ul style="list-style-type: none">• Responsibility for the administration involved in legal files over the lifetime of each matter. To include, but not be limited to, membership checks, file set-up, sending member care information, sending and monitoring the return of Terms of Engagement, closure and storage of both hard copy and electronic material, maintaining records on a case management and record management system.• Managing the review, storage of legal files (both hard copy and electronic) and/or secure destruction and legal department documents in accordance with relevant policies.



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	<ul style="list-style-type: none"> • Processing and distributing incoming post and sending out correspondence as directed. • Maintenance of the legal calendar (logging the team’s movements, meetings, court dates etc.) and sending out reminders. Scheduling appointments, court dates, travel, training courses etc. as directed. Arranging and setting-up for meetings as required. • Filing, photocopying, scanning, printing, document formatting and production as required. • Assisting with the formatting and production of reports on legal team activity. Assisting with the assembly of bundles for legal cases and filing court documents as required. • Arranging for payment of disbursements and expenses. Recording expenditure and cost recovery on relevant files and centrally. Assisting with production of in-house cost schedules as required. • Maintaining library of in-house legal reference material and resources. • Any other reasonable tasks / duties required by the legal team that fall within the remit of this job description.
2	<p>Communications</p> <ul style="list-style-type: none"> • Acting as first point of contact for the legal team on the telephone and managing ‘admin@fishlegal’ email enquiries. Transferring telephone calls to the Angling Trust as required. • Coordinating with members and lawyers on case specific content for the Fish Legal website. Formatting and uploading content as directed.

PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> ▪ 5 GCSE grade C or above, or equivalent, including English Language 	<ul style="list-style-type: none"> ▪ Relevant legal administrator qualification



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EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of working in a busy office environment ▪ Experience of using email and carrying out internet research ▪ Proficiency in Microsoft Word and Excel ▪ Experience of team-work. 	<ul style="list-style-type: none"> ▪ Experience of working in a legal firm or other legal environment ▪ Experience of using legal matter management software
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> ▪ Ability to communicate effectively (internally and externally) verbally and in writing ▪ Excellent organisation skills ▪ Ability to be manage own workload ▪ Ability to work independently and as part of a team ▪ Typing speed of at least 45wpm with high level of accuracy 	<ul style="list-style-type: none"> ▪ Familiarity with legal terminology
QUALITIES	<ul style="list-style-type: none"> ▪ Professional and courteous manner ▪ Strong sense of discretion ▪ Highly motivated ▪ Flexible attitude ▪ Ability to prioritise ▪ Self-assured & confident 	
OTHER	<ul style="list-style-type: none"> ▪ Be willing to undertake further training and development as necessary. 	

OTHER INFORMATION

Responsible to: The job-holder will report to the Fish Legal Head of Practice, who will conduct annual and interim reviews of performance.



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Location: The job-holder will be based at our Leominster office, although home-working may be required.

Working hours: 30 hours each week, worked over 4 days Monday-Thursday 9am to 5pm with 30 minutes unpaid lunch break. Flexible working hours at management discretion.

Holidays: 23 days (pro rata) leave plus Public Holidays, accruing at 1 day per year of service to a maximum of 28 days. Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year. Internal candidates would retain existing annual leave entitlement.

Status: Permanent

Start date: June 2021.

Miscellaneous: Expenses for business travel may be reclaimed in accordance with our policies.