

Paralegal to James Arney KC (Temple Garden Chambers)

Self-employed role: up to around 40 hours per week

Location: Combination of working from home and/or in chambers in Central London and attendance at remote and in person hearings, conferences and negotiations

James is a busy practitioner (34 years call) at Temple Garden Chambers, specialising in personal injury (balanced between Claimant and Defendant instructions).

James is looking for a paralegal to assist in his practice. The role is intended for someone with an aspiration to a career at the Bar, who would value the opportunity to gain hands-on experience of life at the Bar, whilst being involved in a busy personal injury practice. It is a unique opportunity both to be involved in the preparation of the case and see the final results of your work when attending conferences, JSMs and trials. There may also be opportunities to do work for other members of Chambers on occasion. Most occupants of this position have gone on to obtain pupillage and tenancy at the Bar, with recent paralegals securing multiple offers of pupillage. The role is intended for applicants who have not yet secured pupillage.

Previous paralegal and/or personal injury and/or civil law experience is desirable but not an absolute requirement. James will consider applicants demonstrating relevant skills and an appetite to learn quickly.

Responsibilities will include the following:-

- Reviewing bundles, medical, DWP, employment and other source records and preparing summary notes.
- Conducting legal research for, and preparation of advices, pleadings, schedules and quantum analysis.
- Drafting pleadings, advices, and schedules.
- Attending conferences, JSMs and trials, including some rail travel to Sheffield, Cardiff and Manchester.
- Preparing pre- and post-conference attendance notes/agendas.
- Researching and analysing recent authorities and areas of law relevant to ongoing cases and preparing notes on the same.
- Proof-reading and typesetting documents.
- Updating website entry and other marketing material.
- Writing articles and preparing seminar notes.
- Attending some seminars and marketing/social events.
- Some administrative tasks.
- The use of AI to enhance case preparation.

Role criteria

The successful candidate should have the following **skills/attributes**:-

Required:

- Interest in and understanding of personal injury law, including principles relating to establishing liability and quantum of damages.
- Ability to absorb and quickly analyse detailed and complex documents.
- Excellent research skills and attention to detail.
- Familiarity with legal databases such as Westlaw and LexisNexis and an ability to learn to work with AI.
- The ability to manage competing deadlines, prioritise tasks effectively, and work independently under pressure.
- Strong numeracy skills.
- Self-motivation and initiative, with the ability to work quickly and effectively.
- Good interpersonal skills, with both the confidence and judgment to use them appropriately in a professional setting.
- The confidence to stand your ground where appropriate, coupled with the ability to accept constructive criticism and a desire to improve.
- A fluent but concise writing style and strong written communication skills.
- Good IT skills, including familiarity with Excel and proficient typing.
- The ability and desire to work hard and learn quickly whilst under pressure, commensurate with life at the modern Bar.
- Flexible approach to work and ability to work at some unsociable hours if needed.

Desirable:

- Completion of the Bar Training Course (BTC) is desirable but not essential.
- A good understanding of the mechanics and subtleties inherent in Ogden tables.

Terms of Engagement

The role is ideally offered on a full-time basis but with flexible hours (James works both early and late, but can accommodate someone with either preference), although substantial part-time applicants may be considered.

This position is offered on a self-employed basis, working flexibility either from home or within James's room in Chambers.

You will submit monthly invoices for work done and expenses incurred. Self-employed status will give scope for some work to be done elsewhere (for example, for other members of Chambers or other experience gaining activities such as pro bono work and/or advocacy), subject to discussion/agreement. Flexible hours of work with regards to usual working week (up to an anticipated 40 hours per week), but there may be times when unsociable hours are required due to urgent demand or travel. Hourly/daily rate to be agreed.

Suggested start date: July/August 2026.

Training: Applicant should be available for training in advance of start date, ideally in the week of 13th -16th July or otherwise by agreement.

Applications

Apply to **psokolovska@outlook.com**, sending:-

- Your CV (no more than 2 pages);
- A covering letter (no more than 2 pages), explaining how you meet the above criteria, why you want this role, and whether you are available for interview on Saturday 13th and/or 20th of June 2026.

Interviews will be held via Zoom. Interviewees will be asked to complete a written research task beforehand.

Closing Date: 4pm on 18th of May.