

Barristers' Clerk (Crime) Newcastle

Salary: Competitive and subject to qualifications and experience

Hours: Monday to Friday 9.00am – 5.30pm

Holidays: 25 days per year plus Bank Holidays

Benefits: contributory pension scheme, death in service scheme and travel expenses should you be required to work at other locations.

We have a vacancy for a Barristers' Criminal Clerk based in our Newcastle Chambers

Ideally you will have experience working in a Barristers Chambers or other legal organisation or have suitable transferable skills. You will work as part of a team with our other clerks in Newcastle but you may be required from time to time to work out of our other Chambers in Middlesbrough and York, especially whilst learning your new role.

The job will primarily involve diary management of our members of Chambers, ensuring the fair allocation of work, taking new bookings, recording incoming briefs and correspondence, checking court lists, remotely attending pressurised listing meetings with court staff and clerks from other Chambers and making listing requests, negotiating fees and dealing with other email and telephone enquiries.

Excellent communication skills and the ability to work as part of a team are essential as is the ability to think on your feet and make immediate decisions in real time.

For a full job description or to request a confidential chat please contact our Head Clerk Phil Paxton or our Senior Criminal Clerk Craig Mead by email p.paxton@derestreet.co.uk or c.mead@derestreet.co.uk

Dere Street Barristers are committed to equality, diversity and social mobility and we welcome applications from all sections of the community.

If you are interested in joining our team, please send a C.V and covering letter stating why you think you would be ideal for this role to p.paxton@derestreet.co.uk

The closing date for this vacancy will be will as soon as we have enough candidates shortlisted for interview but will not be before Friday 13th October 2023.