



Centre for Women's Justice: Recruitment Pack

Job Title: Independent Legal Advice Paralegal (*women-only**)

Salary: £32,888 per annum

Location: Hybrid working (work from home and in CWJ office, Bethnal Green, London).

Contract details: Permanent, full-time and part-time considered (minimum of 3 days / 22.5 hours per week)

Benefits: 25 days' annual leave pro rata, increasing year on year, plus bank holidays and three additional days off over the Christmas period; 5% employer pension contribution.

Closing date: 9am on 26th October 2026

Interviews: week commencing 16th November

Centre for Women's Justice is seeking a number of feminist paralegals to join its national Independent Legal Advice service. The role will support the sexual violence legal team by triaging potential clients, assisting lawyers with their casework and ensuring that the sexual violence legal advice service is well managed with excellent levels of client care.

About the Independent Legal Advice (ILA) service:

The Independent Legal Advice service is a new national service for adult victims and survivors of rape and assault by penetration across England and Wales. It will support survivors to understand and assert their rights during the criminal justice process, including in relation to police and CPS decision-making, personal and digital material requests, complaints, Victims' Right to Review, special measures and criminal injuries compensation. CWJ will lead the legal delivery of the service in partnership with Rape Crisis England & Wales and Victim Support, using national referral pathways to ensure survivors can access specialist support.

This is a hybrid role, based between home and our Bethnal Green office. We are keen to hear from lawyers across England and Wales, and are happy to discuss office attendance arrangements including expenses with candidates who are based outside London.

**Women-only: because this role involves direct work with victims and survivors of sexual violence, it is a genuine occupational requirement that the role is carried out by a woman. The Genuine Occupational Requirement exemption under Schedule 9, Part 1 of the Equality Act 2010 applies.*



About CWJ

Centre for Women's Justice (CWJ) is a thriving and rapidly expanding legal charity which has undertaken a wide range of highly publicised strategic legal challenges and collaborative projects through partnerships with women's sector organisations.

Our Mission: *To hold the state to account to challenge discrimination in the justice system around male violence against women and girls.*

Our areas of work include:

- **Strategic litigation** – we bring legal challenges which have the potential to effect broader changes in society
- **Training and empowering frontline women's sector organisations** – we improve confidence and legal knowledge of those working directly with survivors of male violence
- **Facilitating access to justice** – working collaboratively with women's sector organisations and lawyers with expertise in violence against women
- **Monitoring and challenging trends in policy, practice** and perpetrators' manipulation of the law as it impacts on violence against women and girls.
- **Raising awareness** – we have fast become the go-to organisation for advice and media comment on legal issues around male violence

Values:

We believe that:

- All women have an equal right to access justice and to be safe
- Male violence is not inevitable: it can be eradicated
- Women resist male violence but are blamed for it
- All women and girls can be subject to male violence regardless of their socio-economic and cultural position
- Male violence may take different forms in different contexts, so opportunities for resistance may differ

Key principles underlying our approach:

- Work with the client not for the client, by listening and responding to each woman's individual experience
- Work collaboratively with frontline organisations and campaigns
- A commitment to anti-oppression politics

Role Purpose

To support the sexual violence legal team by triaging potential clients, assisting lawyers with their casework and ensuring that the sexual violence legal advice service is well managed with excellent levels of client care.

Key Responsibilities

Assisting with sexual violence lawyers' casework including:

- Taking initial accounts from potential clients and conducting triage
- Taking statements and other instructions from clients and witnesses
- Taking accurate notes of meetings and producing summaries
- Preparing draft letters and other legal work under supervision
- Undertaking legal and other research to assist lawyers
- Reviewing and organising evidence and other material
- Administrative support including maintaining orderly case files, collating statistical data and supporting with compliance with legal professional requirements
- Other related duties such as liaising with external contacts, signposting and referrals
- Assisting the organisation with other legal administrative duties as assigned.

Person Specification

Essential

- Completed an LLB or GDL (SQE, BVC or LPC desirable).
- Paralegal experience and/or experience of working in a context involving the criminal justice system
- Experience of working with vulnerable individuals and communities
- Understanding of sexual violence and sensitivity towards clients
- IT skills including reasonable typing speed
- Numeracy and ability to collate data
- Literacy – ability to draft clear and comprehensive letters, statements and other documents
- Legal and other research skills
- Excellent attention to detail, well organised and good document management skills
- Ability to manage and prioritise work load and manage diaries
- Ability to work effectively as part of a small team
- Understanding of, and commitment to, the aims of CWJ
- Commitment to challenging injustice and assisting those subject to state failings
- Commitment to equal opportunities and understanding of the experience of disadvantaged groups; ability to apply this to the job.
- Legal right to work in the UK without employer sponsorship. CWJ is unable to sponsor work visas for this role.

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How to apply:

Please submit your CV and a covering letter of no more than 600 words explaining your interest in the role and how your skills, experience and values meet the essential criteria in the person specification to Joanne Diver at Vacancies@centreforwomensjustice.org.uk.

CWJ is committed to equality, diversity and inclusion, and we welcome applications from women of all backgrounds. Please let us know if you need any reasonable adjustments during the recruitment process.

CWJ is a registered charity 1169213.