



Chelmsford



Volunteer Legal Administrator.

We are looking for someone with legal work experience to assist with the smooth running of our Central Law Group. We are a not for profit community interest company and believe in justice for all regardless of your financial circumstances.

Our aim is to provide clarity, transparency and fairness to all aspects of our business at an affordable price.

Our community of legal professionals offer friendly, jargon free advice provided in the best way possible to meet your legal needs.

We are looking for someone with a legal background to help us 1 to 2 days per week to assist with:

- Preparing legal documents
- Filing
- Uploading documents to clients files
- Respond to emails
- Manage diary
- Attending meetings with other members of the team
- Answering phone calls.

At present our Central Law Group deals with issues pertaining to:

Family

Housing

Immigration

Employment

Full training for this role will be given and is ongoing, we would hope that for training purposes our volunteer can work Tuesday and Friday and the option, once trained, could be to work remotely.

If you are interested in this exciting new volunteer role please contact Recruitment@chelmsfordcab.org