

PARALEGAL

Grade

Your-06

Director of Housing / Director Fix 360



Legal Disrepair Manager



Snr Paralegal

**Paralegal**

Business Support

Department

**Legal Disrepair
Team**

Role Overview

We are looking for a talented, self-motivated and driven individuals to join our internal legal disrepair team, dealing with both defendant & claimant litigation. Someone who has;

- Experience of case handling a large litigation workload.
- Experience of representation at regional Courts.
- Experience and knowledge of relevant Housing legislation, whether as a claimant or defendant advocate.
- Excellent time management, organisational administrative, and clerical skills.
- Experience of legal research.
- Experience of dealing with multi complex litigation.
- Experience of drafting witness statements, Part 7 / Part 8 Injunction applications.
- Have the knowledge and /or experience of instructing Counsel.

RESPONSIBILITIES

These specialist roles are to act primarily as a defendant advocate on behalf of Your Housing Group Limited dealing with Civil and Criminal causes of actions as well as applications for Injunction access proceedings to obtain the necessary judicial relief for access so as to ensure statutory compliance.

This role is to minimise risk, legal & financial loss, negative PR & reputational harm, through effective case management and representation at the regional Courts.

- You will be able to defend and to issue applications and have an understanding of methodologies for assessing and dealing with multi complex litigated claims.

You will have a proven record of attendance at Court and be able to work independently on your own litigation and / or similar case load without the need for close supervision.

You will have excellent legal drafting skills on various Court documents / Injunctions /witness statements / instructions to Counsel.

You will have knowledge of the relevant Statutory Legislation affecting Your Housing Group Limited in order to represent on enforcement matters not limited to:

- Defective Premises Act 1972
- Landlord and Tenant Act 1985
- Environmental Protection Act 1990
- Gas Safety (Installation and Use) Regulations 1998
- Human Rights Act 1998
- Housing Act 2004
- Equality Act 2010
- Homes (Fitness for Human Habitation) Act 2018
- Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
- Building Safety Act 2022
- Social Housing (Regulation) Act 2023
- Renters Rights Act 2025
- CPR 70.2A
- Part 8 Claims
- Awaabs law
- Contract law

You will ensure that all case processes for issuing claimant litigation on behalf of Your Housing Group Limited are fully compliant with all relevant legislative & Statutory requirements & CPR protocols.

You will have proven knowledge, and experience of acting whether as a defendant or claimant litigator.

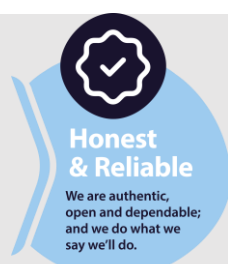
You will be experienced in drafting legal instructions as necessary and have a good general knowledge and experience of all aspects of UK legislation.

You will advocate on behalf of Your Housing Group Limited within legal proceedings and will have the ability to lead on and to act as a colleague contact between interdepartmental teams, in order to collate evidence, provide support and training to YHG colleagues to minimise Your Housing Group Limited's exposure to risk.

You will demonstrate strong considered, decision-making skills and will have experience of negotiating with all levels of the Judiciary, external organisations, claimant solicitors, barristers, and third-party agencies or similar and have the ability to influence the decision-making process.

You will hold a degree or equivalent, LPC or CILEX CPQ degree level qualification.

Our values



Through our **passion** for housing, more **people** have a **safe** place to call **home**

STRENGTHS

- Have experience of litigation case handling whether as a claimant or defendant litigator.
- Have the requisite skills and ability to effectively engage with business stakeholders both within and outside the business.
- Have clear and articulate communication skills and be able to present applications at court and/or tribunal.
- Have excellent analytical fact-finding skills, oral & legal communication skills, and be IT literate having a basic knowledge of the Office Suite.
- Have the skills and ability to work autonomously with minimal supervision.
- Have excellent analytical and personal relationship building skills.

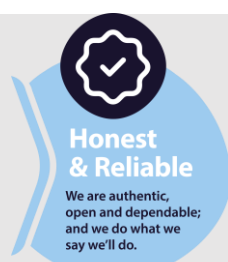
ESSENTIAL REQUIREMENTS

- ✓ Have experience and knowledge of relevant legislation affecting the Social Housing sector.
- ✓ Have experience of multicomplex litigation whether as a defendant or claimant litigator with experience of all general areas of litigation.
- ✓ Have experience demonstrating leadership and motivational skills to advise others whilst leading on critical situations and matters.
- ✓ Have knowledge and previous experience of contract law, with the ability to work alone and be someone who works well within a team environment.
- ✓ Hold a full UK Driving licence & have use of own vehicle.
- ✓ Have previous experience of working within a fast-paced dynamic organisation requiring critical decision-making processes to achieve successful outcomes.

BENEFICIAL TO THE ROLE

- ✓ Have experience of working with or within the social Housing sector.
- ✓ Have experience of advocacy whether as a claimant or defendant advocate.

Our values



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- ✓ Be able to work autonomously and with minimal supervision.
- ✓ Have or be working towards a law degree or equivalent CILEX CPQ level qualification.
- ✓ Have excellent time management & analytical skills.
- ✓ Be a team player with the desire to be the absolute best in this area of litigation.

Our values

 yourhousinggroup.co.uk
 [your-housing-group](https://www.linkedin.com/company/your-housing-group)
 [@yourhousing](https://www.facebook.com/yourhousing)

 [YHGTv](https://www.youtube.com/YHGTv)
 [yourhousinggroup](https://www.instagram.com/yourhousinggroup)
 [@Your_Housing](https://twitter.com/Your_Housing)

Honest & Reliable

Caring

We are committed to you and your safety



Respectful & Fair

We are a Living Wage Employer



Through our passion for housing, more people have a safe place to call home