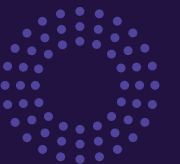


A photograph of the London skyline at dusk. The Shard is the most prominent building, illuminated with blue lights. In the foreground, a bridge with warm orange lights spans across the frame. Other buildings are visible in the background, some with lights on, and a church spire is visible on the right. The sky is a mix of blue and orange from the setting sun.

HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Immigration Paralegal



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



Craig Emden

Managing Partner

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About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be.

We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight
Think smart
Be yourself



Howard Kennedy at a glance

We have over 150 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

450+

People

150+

Lawyers

55+

Partners

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.

25%

International work

70+

Countries

2

International legal networks

Sectors and services

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

£56.9m

2020/2021 revenue



Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

This is a great opportunity for a paralegal with strong immigration experience to become part of a growing practice group. You will gain exposure across a range of clients and have responsibility for completing relevant research, drafting documents and completing applications. You will be working closely with the Head of Department and will also have the opportunity to gain broader business development exposure in order to further raise the profile of the practice.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

”

We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

Job title: Paralegal

Position Type: Permanent

Reports to: Head of Immigration

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY

- Responsible for assisting with the preparation of immigration applications, under supervision.
- Bringing extensive experience completing online visa application forms, drafting Certificates of Sponsorships, uploading documents to UKVCAS and scheduling biometric appointments.
- File opening and closure, following compliance rules.
- Scanning and copying of documentation.
- Research into specific areas of immigration law or on specific questions.
- Review client queries and draft responses for review by the team.
- Drafting covering letters for UK immigration applications.
- Compiling case summaries of recent decisions so as to keep legal knowledge up-to-date.
- Answering incoming queries and providing case updates to clients.
- Drafting press releases and blog articles for publication.
- Preparing account forms for Finance processes e.g. Chaps payments.
- Coordinating the end-to-end billing process and Elite financial reporting.
- Ensuring the Business Development (BD) team is fully informed of any BD activities and updating the schedules as required.
- Supporting PAs where required, especially during any absence.





ABOUT YOU

Ideally you will be able to demonstrate:

- Previous immigration experience in a Paralegal or similar role.
- Excellent attention to detail, oral and written communication skills.
- Excellent diary management, organisational and time-management skills.
- Flexibility and initiative.
- The ability to work well under pressure, remaining calm and focussed.
- The ability to work in a team and to multitask – establishing relationships with members of other departments.
- Proactivity in taking responsibility for cases.
- Discretion when dealing with sensitive information.
- The desire to take ownership of your career progression – your career development will be fully supported.
- An awareness of SRA rules and regulations.
- Excellent use of Microsoft Outlook, Word, Excel, PDF and PowerPoint.

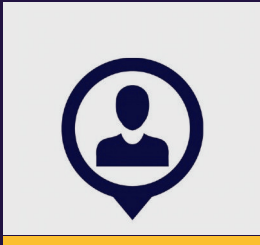
Practical use of the below systems would be desirable:

- Elite 3E
- DocuSign
- Carpe Diem
- Chrome River
- Document management system
- PDF Docs and Adobe

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

If you'd like to know more about this role please get in touch with the contact listed below.



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