

---

## Job Description - Paralegal

February 2026

### Overview

7BR is looking to recruit a Paralegal to join its Administrative Support Team from May 2026. 7BR is a forward thinking and ambitious set of Barristers' Chambers in Central London, whose Members practise principally in clinical negligence, personal injury, general and financial crime, employment and family law.

The Paralegal reports directly to the CEO and principal responsibilities include supporting individual members with legal research, as well as working closely with the CEO to ensure that 7BR complies with its legal and regulatory obligations (not least with regard to cyber and data security).

The successful candidate will likely be someone who has the ambition to join the Bar, but has not yet started Pupillage. Previous paralegals have gone on to secure pupillage in leading London sets. The role is broad, and requires someone with strong interpersonal skills, excellent time management, and a desire and aptitude to assist with the smooth running of a multi-disciplinary set of Barristers' Chambers.

### The Role - Principal Responsibilities

*Paralegal* – Support Members' practices through legal research, note taking, compiling and reviewing case materials, creating bundles and proof reading.

*Legal support* – Advise the CEO and clerking teams on legal matters, often as a first point of contact before further expert advice is sought from Members / solicitors. This will include assisting with the recovery of outstanding fees through the preparation and follow-up of final demand correspondence and formal complaints to instructing solicitors where necessary.

*Regulatory support* – Advise the CEO, Clerks and Members with issues arising under the BSB Handbook and with regulatory compliance more broadly.

*GDPR* – Advise the CEO, Members and Clerks on data protection issues, monitor 7BR's policies and practices to ensure compliance with data protection law, and take steps to minimise the risk of data breaches occurring. In the event of a breach, co-ordinate Chambers' response, including by drafting reports to be sent to the ICO if required.

*Cyber security* – Work closely with the CEO to create as robust and secure cyber environment within Chambers and across its client base and supply chains as possible, including by coordinating an annual simulated cybersecurity incident.

*Complaints* – Assist the CEO in his capacity as Complaints Officer by investigating complaints, drafting emails to complainants and Members, ensuring timelines are adhered to, filing correspondence, assisting with the drafting of the CEO’s first-instance opinion, advising on procedure and relevant considerations, and creating bundles of materials to go before the Legal Ombudsman.

*7BR Trust* – Assist with administrative tasks arising from the share ownership structure within Chambers of the 7 Bedford Row building. This may well involve administration around Self-Invested Personal Pensions (SIPP’s) as well as the Trust itself.

*Legal Directories and Submissions* – Lead on the annual submissions on behalf of individual Members and Practice Areas to the leading Legal Directories – specifically Chambers & Partners and the Legal 500. This will involve drafting and editing submissions, chasing Members and Referees for content, collaborating with the Senior Clerks and the Heads of Teams, and liaising directly with the Directories themselves.

*ESG* – Assist the CEO with the collating and analysis of data pertaining to Chambers’ Environmental, Societal and Governance methodologies and reporting requirements.

*Artificial Intelligence* – Assist the AI Working Group and the CEO with developing and implementing Chambers’ AI strategy.

*Marketing* – Assist the Marketing and Communications Officer with drafting LinkedIn content and website copy, and provide cover during periods of annual leave.

*Internal policies and procedures* – Manage the periodic review of Chambers’ policies, and assist with drafting revisions where appropriate. Provide guidance to both Members and Staff on the content of Chambers’ policies and their application to day-to-day situations.

*Other* – Support the CEO and Chambers with discrete projects that need specific time and attention, as and when required.

## **Person Specification**

- BPC graduate.
- Strong academic credentials – minimum 2.1 degree, not necessarily in law.
- Wider legal experience – pro bono, mini-pupillages, previous legal employment.
- Strong attention to detail.
- Collaborative attitude and the ability to operate effectively as a team member.
- Demonstrated ability to work independently and assertively.
- Ability to engage with and command the respect of members of Chambers.
- Organised and structured approach to work and the working environment.

## Salary and Benefits

- Competitive salary.
- Option to enrol onto work-based pension scheme.
- Season ticket loan facility.
- Private medical insurance (offered on successful completion of probation).
- Death In Service insurance provision.
- 22 days holiday per annum.

## To Apply

Please send a CV and covering note explaining why you are interested in the role to Olivia Campbell: [ocampbell@7br.co.uk](mailto:ocampbell@7br.co.uk).

Closing Date: 11pm, Monday 9<sup>th</sup> March 2026.

*7BR observes and upholds an Equality and Diversity Policy which can be viewed [here](#) and is also pleased to make reasonable adjustments throughout the recruitment process for any disabled candidates, if so required.*