

Job Profile

Job Title	Paralegal		
Job Reference No.	HOMEJD267	Date of issue:	Jul 2026

The job in a **nutshell...**

Provide essential legal support services to colleagues across the organisation, working closely and collaboratively with the legal team. You'll play a pivotal role in supporting legal processes, preparing documentation, and ensuring effective legal service delivery to both internal and external stakeholders. It's about providing a customer focused legal service, which partners with internal colleagues driving consistency, and effectively mitigating risk.

What **success** will look like...

Delivering high quality, customer focused legal support to colleagues and internal departments, ensuring prompt, clear, and reliable advice across a range of legal matters.

Preparing, reviewing, and managing legal documentation - including applications, statements, evidence, and correspondence to support either litigation (when in a contentious team) or transactional work (when in a non-contentious team).

Where working in a contentious team - assisting with the defence and prosecution of claims, supporting dispute resolution, and ensuring all legal processes and procedures are followed accurately and efficiently.

Collaborating closely with internal teams and stakeholders (such as property, maintenance, or other business units) to facilitate organisational objectives and provide timely legal advice.

Supporting the management of outsourced legal work, liaising with external legal providers as required to ensure effective service delivery.

Maintaining up-to-date knowledge of relevant legal and regulatory requirements, ensuring compliance in all activities, and contributing to the development of effective systems and procedures.

Providing or supporting training and guidance to colleagues on legal issues, processes, or compliance matters to enhance organisational understanding and risk management.

Demonstrating excellent organisational skills, attention to detail, and the ability to manage multiple priorities, while promoting equality, diversity, and inclusion, and ensuring the security and confidentiality of information in a digital workplace.

OFFICIAL

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
We have a creative spark • Think outside the box about how things can be done more efficiently and effectively • Be open to working with others to improve processes and in consequence the service we provide to our colleagues and customers	Legal Knowledge • Legal background. • Knowledge of legal processes, documentation and procedures. • Understanding of relevant legal and regulatory requirements
We are great influencers • Be a real self starter • Be curious - listen to understand your audience's situation or style • Understand our strategy and customers and be able to articulate the benefits of change	Customer Focused Service • Customer orientated approach • Ability to provide clear, practical support to internal customers and stakeholders.
We have an eye for detail • Have the technical qualifications • Open to new ways of working • Be aware of professional developments and learning	Legal Team Working • Ability to work independently or as part of a wider team. • Experience of working collaboratively with colleagues and internal customers on a variety of matters. • Ability to support the delivery of legal services while maintaining confidentiality and compliance.

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

• Some knowledge of housing associations. • Some experience in a resale's environment. • An understanding of the shared ownership and other affordable housing models. • A legal qualification or working towards a degree level qualification.
--

We're all **accountable** for...

OFFICIAL

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

Budget Holder	No	Budget value up to £	n/a
Manages People	No	# of direct reports circa	n/a
Travel	Occasional	Driving Essential	No
DBS	None		

