

Trainee Registry Clerk (Paralegal)

Location:	Salisbury, office based
Hours:	Full time - 5 days / week (35 hours) Occasional out of hours work with time off in lieu
Salary:	From £25,000 depending on experience
Holidays:	25 days + bank holidays (rising with length of service)

Outline

An exciting opportunity to join the specialist ecclesiastical law team at Batt Broadbent Solicitors and begin an interesting and varied career.

Based at the Salisbury office of Batt Broadbent Solicitors, you will work as part of the Diocesan Registry team consisting of two lawyers (the Diocesan Registrars), three clerks and a dog. The team provides legal support to the bishops, archdeacons, clergy, parishes and office holders of the Dioceses of Salisbury, Winchester and Portsmouth in the Church of England.

Adaptability and a willingness to learn is more important than prior experience. On the job training, development and support will be provided, with a view to helping you into a long-term career in ecclesiastical law. Batt Broadbent is a family-friendly employer; while this is an office-based position, some flexibility in relation to working hours can be considered.

No legal experience required. Some understanding of the institutions of the Church of England is an advantage.

Responsibilities

No two days are ever the same in this interesting and varied role.

You will:

- Administer Faculty Jurisdiction work, granting permissions for repairs and development of churches, churchyards and consecrated places
 - Liaising with the Chancellor, the judge responsible for the Faculty Jurisdiction
 - Preparing Faculty paperwork and orders
 - Guiding enquirers through the Faculty process and procedures
 - Compiling court bundles
- Assist with the administration of the Bishop's paperwork:
 - Letters of ordination, admission and licensing of clergy
 - Liaising with parishes, patrons and senior staff in relation to appointments, and administering the patronage paperwork.

- Helping to arrange affidavits in support of Common Licences for marriage and issuing Common Licences.
- With the support of the Diocesan Registrars,
 - Providing advice to Bishops, Archdeacons, diocesan staff, clergy, churchwardens, parishioners and church office holders.
 - Occasionally, contributing to training of clergy, churchwardens and parish staff.
- Support the Diocesan Registrars
 - Triage requests for advice involving a wide range of areas of law
 - Identify relevant documents in the Registry filing systems
 - Carry out research and highlight important information
- Archiving and filing key documents
- Keeping up to date with the guidance and legislation from the House of Bishops, the General Synod, the Church Commissioners and others.

Skills and attributes

Core:

- Curious and a quick learner, proactive and willing to take the initiative.
- An excellent communicator, confidently assisting people outside and inside the Church, and those in positions of senior responsibility on the phone, by email and in person.
- Meticulous and detail-focused, accurately preparing and checking legal documents.
- A team player, working well with others and responding well to feedback and guidance.
- Calm, courteous and sensitive to everyone, especially those contacting the Registry at a time of crisis (eg the bereaved).
- Flexible and adaptable, working with humour as part of a small team.
- Excellent administration skills.
- The right to live and work in the UK

Desirable:

- A graduate, or proven workplace experience
- Good IT literacy and word processing skills.
- Some understanding of the institutions of the Church of England

Please note we are a dog friendly work place. We have several dogs in our offices, including one in the Registry.

To apply, please send a CV and covering letter to registry@battbroadbent.co.uk. Closing date for applications is **Tuesday 18 February 2025 at 9.00am**.

It would be helpful for you to indicate your availability for interview and your notice period in your current position, if appropriate, in your letter. Interviews are expected to be held on Wednesday 26 February 2025.

Your data will be handled in accordance with our Privacy Policy. See www.battbroadbent.co.uk/privacy-policy