



# **LEGAL APPRENTICE**

**The Wrekin**  
Housing Group

Job Description and Person Specification  
April 2025

## **The Wrekin Housing Group**

### **Legal Apprentice**

**Responsible to: Legal Services Manager**

**Job purpose:**

- This is a career development role where you will qualify as a Paralegal whilst gaining an insight and the skills necessary to enable you to contribute to the service provided by an in-house legal department, or private law firm, providing support required by our organisation which reflects on the Group's vision
- To successfully complete a Level 3 Paralegal Apprenticeship

**What you will gain:**

- On-the-job training and mentorship from experienced professionals
- A nationally recognised qualification
- Practical experience in a real working environment, developing key skills within the legal team
- A supportive and welcoming team that values compassion, commitment, and collaboration

**Training:**

- Develop the post holder's legal knowledge and expertise, and enable them to gain experience and skills while working within a busy in-house legal department
- Develop the post-holder's understanding of legal and regulatory requirements relevant to the role
- Encourage the post-holder to seek guidance and support when necessary and avoid working outside their knowledge and competence
- Develop the post-holder's ability to manage work activities to ensure that they are completed on time and to an appropriate standard
- Develop the post-holder's ability to pay attention to detail and to accept changing priorities when new jobs need to be done
- Enable the post-holder to develop good file management and to take and record accurate notes
- Build strong relationships with colleagues and customers

**Key Responsibilities:**

**Litigation**

To provide support and assistance in connection with a wide variety of claims including:

- Debt recovery
- Possession Claims
- Injunctions and other remedies for anti-social behaviour
- Disrepair Claims
- Lease enforcement
- Matters relating to compliance (gaining access to properties for gas and electrical safety checks)

## **Conveyancing**

To provide support and assistance in connection with:

- Sales (auction, private treaty, Right to Buy/Acquire and Shared Ownership)
- Resolving boundary queries/disputes
- Securitisation
- Completion matters including registrations and requisitions
- Commercial Leases
- Lease extensions

## **Liability Claims**

- To Liaise with colleagues and external claims handlers in gathering and providing documents and information to assist in defending personal injury claims under public liability and employers liability policies
- To provide support and assistance in investigating and responding to property damage claims

## **Tenancy Management/Landlord and Tenant Law**

- To respond to tenancy enquiries and assist in drafting bespoke tenancy agreements.

## **General Responsibilities:**

- To assist the Group in striving to meet its mission and help foster a culture of continuous improvement
- To comply with the Group's Standing Orders, Standards of Probity relating to the Group's charitable status
- To uphold, as an individual, the Group's Corporate Policies in particular in the areas of:
  - Health & Safety
  - Equal opportunities and BME policies
  - Confidentiality and Data Protection
- To take responsibility for personal development, sharing knowledge and skills and learning from others
- To strive towards the delivery of excellent tenant and customer service, offering commitment, interest and enthusiasm in serving customers and resolving issues

## **Person Specification**

### **Legal Apprentice**

#### **Qualifications:**

- 5 X GCSE including English and Maths (grade 9-4/A\*-C or above)
- A Level in: 3 x A-Levels (grade A\* - D)

#### **Essential Skills & Abilities:**

- Basic knowledge of Microsoft Office (Word & Excel)
- Ability to compose simple emails and documents
- Basic record-keeping skills
- Clear communication via phone, email, Teams, and in person
- Ability to work well in a team and support colleagues
- Willingness to learn about the organisation and its services
- Awareness of Health & Safety, Confidentiality, and Data Protection (training provided)
- Professional and respectful when interacting with others
- Experience in a general office environment is desirable
- Full UK licence or the commitment to work towards obtaining it

#### **Personal Qualities:**

- Team player with a positive attitude
- Polite, flexible, and organised
- Willing to learn and take on tasks as needed
- Able to stay calm under pressure
- Committed to good customer service
- Maintains confidentiality and professionalism
- Open to feedback and continuous improvement
- Commitment to complete the SQE training and assessment

#### **Vision and Values:**

**Our mission is: To Create Places that People Are Proud to Call Home**

We are guided by three core behaviours:

- **Own it** – Take responsibility and make it happen
- **Improve it** – Always look for ways to move forward
- **Live it** – Show understanding and compassion in everything we do

**Competencies:**

- Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve services
- Assists in identifying problems, offering appropriate ideas to resolve them and displaying a 'can do' approach to work tasks
- Plans individual work tasks to meet deadlines. Keeps manager and other involved parties informed of progress
- Demonstrates judgment and the ability to contribute to decision-making at a local level. Seeks advice and information when appropriate
- Is aware of main company objectives, demonstrating flexibility in task management and priorities as required. Contributes ideas to facilitate change and improve services