



Job Advert: Junior Legal Associate or Paralegal

- An opportunity to further your career and make a positive impact in the world.
- Challenge environmental harm, human rights violations and systemic injustice.

Position: Junior Legal Associate or Paralegal

Location: This position is located on island in Barbuda or Antigua. If in Antigua, the role will involve frequent travel between Antigua and Barbuda, with occasional stays in Barbuda required.

Reporting to: Senior Attorney

Start Date: As soon as possible

Job Description

It is essential that applicants have practical legal experience ideally in Antigua and Barbuda or other jurisdictions in the Eastern Caribbean or in the wider Caribbean region. It is desirable if applicants also have expertise and experience in civil litigation, including judicial review and environmental and planning law.

Key Responsibilities:

1. Conduct comprehensive legal research and analysis.
2. Draft and prepare legal documents, including witness statements.
3. Take proofs of evidence and compile comprehensive client files.
4. Liaise with clients and other legal professionals as required.
5. Assist in the preparation of cases for trial.
6. Drive to various locations for legal tasks, client meetings, and other related activities, including travel between Antigua and Barbuda.
7. Stay updated with changes in local and international legal regulations.
8. Use and manage cloud-based filing systems.
9. Perform any other legal tasks as delegated by the senior attorney.

Requirements:

1. Degree in Law or relevant paralegal qualification.
2. CARICOM citizenship.
3. Valid driving licence and the ability to drive.
4. Strong research skills with attention to detail.
5. Excellent written and verbal communication skills.
6. Proven ability to draft legal documents and correspondences.
7. Computer literacy, including proficiency in cloud-based filing systems.
8. A proactive approach and the ability to work independently.



9. Strong organisational skills and the ability to manage multiple tasks.
10. Demonstrated ability to learn quickly and apply new concepts.
11. High level of discretion and professionalism.
12. Familiarity with local Antiguan and Barbudan laws is a plus.

Personal Attributes:

1. Demonstrates a high level of common sense and practical judgement.
2. Possesses a strong work ethic and is eager to learn and adapt.
3. Respects confidentiality and understands the importance of discretion in legal matters.

Contract Terms:

1. Initial probation period of 2 months, which may be extended.
2. Fixed-term contract for 6 months with the possibility of renewal subject to funding.

What's On Offer

This is a rare opportunity for a legal professional with the relevant experience to play a key role in assisting Barbudans resist a land grab at a critical time for the island.

- Salary- circa XCD \$4000- 6000 pcm dependent on experience.
- The unique opportunity to contribute to global legal action and justice.

To apply

This position will be based in a local entity. To apply please send your CV and a 1-page cover letter demonstrating how you fit the above criteria to info@glanlaw.org with the subject line "Junior Legal Associate/Paralegal Barbuda application" by close of business on April 5th 2024.