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Job Title	Administrator (Permanent)
Team	Interventions
Reporting to	Interventions Manager
Responsible for	N/A
Job purpose	To contribute to the delivery of Judicial Factory and Interventions work within Court and team deadlines.
Key responsibilities	<ul style="list-style-type: none"><li>• deal with client enquiries relating to firm closures</li><li>• deal with the implementation of mandates for client files &amp; papers.</li><li>• written and verbal correspondence with clients, solicitors, Crown Office, Police and other third parties.</li><li>• ingather documents to meet production orders/warrants from Crown Office, Police and other third parties.</li><li>• assist with process of claims to pay out sums due to clients.</li><li>• assist in the recovery of debts owed in Judicial Factory cases.</li><li>• updating accounting records with weekly transactions.</li><li>• work on-site in solicitor offices to secure all accounting, firm and client records and files, and work with the team to ensure all records are securely and efficiently removed to storage.</li><li>• prepare (and keep updated) an inventory of records ingathered from on-site or elsewhere.</li><li>• assist in bringing cases to a conclusion.</li><li>• Assist in wider project work related to storage of client files and papers</li><li>• any other work as reasonably requested by the Manager, Solicitor for the team, and Head of</li></ul>

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Interventions in pursuit of team and Society objectives.

Date 22 February 2026

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Paralegal qualification or equivalent</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>• Work experience in the legal sector or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a customer facing role.</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>• Computer skills – word and excel</li> <li>• Good written and verbal communication</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Competencies & values	<ul style="list-style-type: none"> <li>• Ability to deal with difficult people with patience, understanding and sensitivity.</li> <li>• Ability to deal with confidential matters.</li> <li>• Ability to deal with sometimes highly pressurised and rapidly changing environments and priorities.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Role will require the ability to travel anywhere in Scotland, often at short notice, and may involve some anti-social hours including overnight stays.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence, including insurance for business cover</li> </ul>

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- Occasional time ability to work effectively from home
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