

# Role description

Incentives Paralegal  
Liverpool

# The opportunity for you

## Executive summary

Taylor Wessing is seeking a highly motivated, detail-oriented, and proactive Incentives Paralegal to join our expanding Paralegal Operations team in Liverpool.

Working alongside Partners, Associates, Knowledge Lawyers, Trainees and fellow Paralegals, you will be a key team player using your own initiative and organisational skills to meet key deadlines.

## Key responsibilities

The role is based in Liverpool in the Paralegal Operations team supporting the Incentives practice in the London office. This is a busy team consisting of two partners, a senior counsel, two senior associates, two associates and a trainee.

The advice covered by the team includes advisory work for companies on setting up equity incentive plans whether in the UK or internationally and transactional work alongside the corporate teams. The successful candidate will be supporting the team on this work and the role will also include certain filings on the HMRC PAYE site for employment-related securities.

### Job title

Incentives Paralegal

### Recruiting manager

Carol Darlington

### Department

Paralegal Operations

### Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

### Location

Liverpool

### Perm/FTC

Permanent

### Salary

Competitive

### Working pattern

Taylor Wessing supports agile working, and the Talent Acquisition team would happily have conversations with potential candidates about how we could support agile or flexible working needs.

# The opportunity for you

## Knowledge, skills & experience

### Essential:

- Have completed a Law degree (2:1 and above), PGDL or have previous relevant Paralegal/ CILEx experience
- You will have exceptional attention to detail, proactively identifying discrepancies and always striving to deliver work to the highest standard
- Strong Analytical thinking and a proactive approach to problem-solving
- Excellent numeracy skills
- Proficient with Microsoft Excel and all other Microsoft packages
- Legal drafting experience
- You will have excellent time management and organisational skills
- Proven experience of working under pressure, demonstrating the ability to prioritise work effectively, ensuring deadlines are met and stakeholder expectations are managed appropriately.

### In addition:

- Excellent written and verbal communication skills, you will have a professional approach demonstrating the ability to communicate clearly and concisely across multiple stakeholders' groups
- You will be a committed team player whilst also having the ability to work independently
- You will be a self-starter with a proactive and flexible attitude taking ownership of your work from start to finish and supporting others when required
- A keen interest in AI/ tech platforms

Previous relevant paralegal experience is preferred, although not essential as full training will be given.

# Meet the team



**Ann Casey**  
Partner, London

[Click to view full CV](#)

Ann is the Head of our Incentives team in the UK. Her clients describe her as incredibly responsive, experienced, and clear in her advice. She specialises in advising on equity incentive arrangements for management and employees, particularly for technology start-up clients.

Ann has been advising national and international clients on their incentive and global share plans for 30 years, and is regarded as a leading international tax lawyer. In particular, she advises on the tax aspects of equity structuring in relation to management, and on non-UK companies using equity incentives for their UK employees.

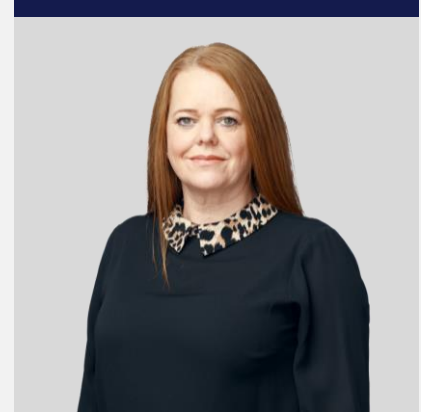


**Claire Matthews**  
Partner, London

[Click to view full CV](#)

Claire is a partner specialising in incentives. She advises clients on all forms of management and employee incentive arrangements, including option plans and other share awards, cash plans, crypto tokens and UK tax-favoured plans.

Claire works with clients from start-ups to listed multinationals in a variety of sectors, in particular technology, energy and infrastructure and life sciences. During her career, as well as law she has worked in executive remuneration consulting and in-house reward which gives her a 360 view of incentives, enabling her to partner with her clients to find the right solutions for their businesses.



**Carol Darlington**  
Paralegal Operations Manager

[Click to view full CV](#)

Carol leads the Paralegal Operations Team based in our Liverpool office.

With many years of civil litigation fee earning experience, she excels at leading and developing teams. A strong advocate for inclusivity, she fosters a collaborative environment that values hard work and high-quality output, ensuring the delivery of exceptional service to the business and our clients. Ensuring everyone receives the support they need for professional growth, her dedication to mentoring paralegals has significantly advanced their careers.

# About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

## Our UK sector focus



Technology, Media  
& Communications



Private Wealth



Real Estate,  
Infrastructure & Energy



Life Sciences  
& Healthcare

## Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

## Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

**1200+** lawyers | **300+** partners | **28** offices | **17** jurisdictions

# About us

## The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

## Employee development and career progression

We recognise that our paralegals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our paralegals in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

# About us

## Investing in you | Tailored benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

### Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house GP service

### Health and wellness benefits

- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex
- Counselling sessions

### Lifestyle benefits

- Cloud Nine – our subsidised restaurant and coffee bar (London only)
- Enhanced family leave – after one year qualifying service, you are entitled to up to 26 weeks leave full pay if you or your partner give birth or adopt a child
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Mortgage surpluses
- Interest free season ticket loan
- Salary sacrifice electric car scheme (UK staff only)

# Our values

## What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

## Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives [online](#).

Read our latest impact report by clicking the link below.



## Our Responsible Business Impact Report 2023



# Diversity & Inclusion

## Mansfield Certification



Taylor Wessing UK is proud to have achieved Mansfield Rule UK certification for a second year running and has committed to participating for a third year!

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

To read more about this fantastic achievement please [click here](#)

## Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

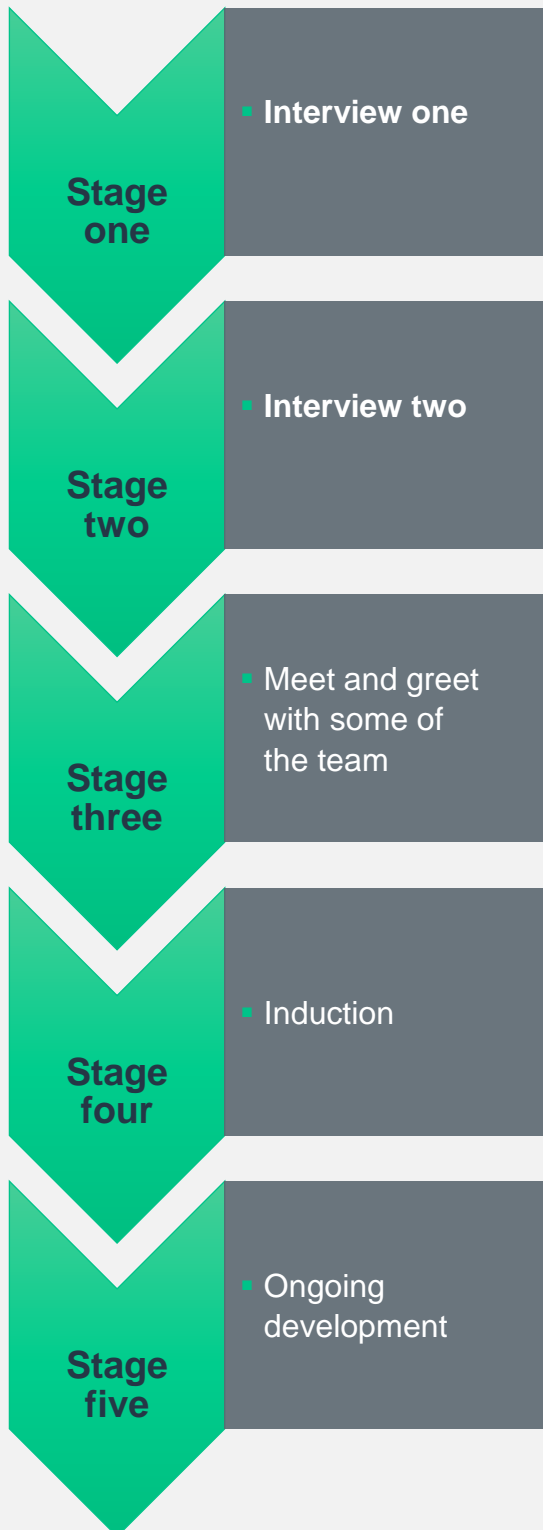
## Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

### Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

# Your recruitment journey



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Please contact us if you require any adjustments to your application or our recruitment process.

2000+ people  
 1200+ lawyers  
 300+ partners  
 28 offices  
 17 jurisdictions

<b>Argentina*</b>	Buenos Aires	<b>Mexico*</b>	Mexico City
<b>Austria</b>	Klagenfurt   Vienna	<b>Netherlands</b>	Amsterdam   Eindhoven
<b>Belgium</b>	Brussels	<b>Nicaragua*</b>	Managua
<b>Brazil*</b>	Belo Horizonte   Brasilia   Rio de Janeiro   São Paulo	<b>Panama*</b>	Panama City
<b>Chile*</b>	Santiago de Chile	<b>Poland</b>	Warsaw
<b>China</b>	Beijing   Hong Kong   Shanghai	<b>Portugal*</b>	Braga   Lisbon   Porto
<b>Colombia*</b>	Bogotá   Bogotá, main office	<b>Puerto Rico*</b>	San Juan
<b>Costa Rica*</b>	Guanacaste   San José	<b>Republic of Ireland</b>	Dublin
<b>Czech Republic</b>	Brno   Prague	<b>Slovakia</b>	Bratislava
<b>Dominican Republic*</b>	Santo Domingo	<b>South Korea**</b>	Seoul
<b>Ecuador*</b>	Cuenca   Guayaquil   Manta   Quito	<b>Spain*</b>	Barcelona   Canary Islands   Madrid   Pamplona   Seville   Valencia   Vitoria   Zaragoza
<b>El Salvador*</b>	San Salvador	<b>UAE</b>	Dubai
<b>France</b>	Paris	<b>Ukraine</b>	Kyiv
<b>Germany</b>	Berlin   Düsseldorf   Frankfurt   Hamburg   Munich	<b>United Kingdom</b>	Cambridge   Liverpool   London
<b>Guatemala*</b>	Guatemala	<b>Uruguay*</b>	Montevideo
<b>Honduras*</b>	San Pedro Sula   Tegucigalpa	<b>USA</b>	New York   San Francisco
<b>Hungary</b>	Budapest		

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