

# Role description

Risk Paralegal  
London

# The opportunity for you

## Executive summary

Under the general direction of the Head of Risk, the Risk Paralegal's role is to work with the wider Risk Management team and support the firm's compliance with its regulatory duties.

The Risk Paralegal will report to the Head of Risk as well as interact with various Business Professional functions. The role involves assisting the Risk Lawyers with ad hoc responsibilities such as research, project support, dealing with queries and assisting with the completion of client due diligence questionnaires.

## Key responsibilities

- Perform a range of ad hoc duties as directed by the Risk Team; including legal research, information review, dealing with queries and supporting various ongoing projects within the firm.
- Assist Risk Lawyers with completion of client onboarding questionnaires and supplier registration forms., including liaising with the Risk Team, Business Professionals and other relevant internal teams to gather detailed answers for this purpose.
- Assist Risk Lawyers with the review of client documents such as Code of Conducts, Terms of Business and Billing Guidelines.
- Assist Risk Lawyers with the review of Oversees Counsel Terms.
- Fielding queries for Senior Risk Lawyers with respect to SRA obligations, international queries and internal policies.
- Reviewing and amending client terms and identifying key risks.
- Coordinating and delegating tasks to the relevant Business Service areas to answer questionnaires with appropriate detail.
- Assisting with new firm wide projects – such as the onboarding of new technology.
- Collaborating with and supporting Senior Risk Lawyers.

### Job title

Risk Paralegal

### Recruiting manager

Matt Trigg

### Department

Risk Management

### Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

### Location

London

### Perm/FTC

12 month FTC

### Salary

Competitive

### Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

# The opportunity for you

## Knowledge, skills & experience

The position requires a highly motivated, self-starter, who excels at managing a number of different tasks at the same time and is at ease interacting with senior management. The candidate will have good writing, communication and computer skills alongside excellent organizational skills. The successful candidate should have a law degree from the UK (or commonwealth equivalent).

- Familiarity with commercial law
- Ability to work independently
- Excellent research skills
- Ability to communicate effectively both orally and in writing
- Excellent interpersonal skills
- Strong judgment and ability to resolve issues effectively
- Strong organizational skills; attention to detail
- Strong IT/computer skills; knowledge of Microsoft Word, Excel and PowerPoint; Ability to master new/bespoke systems eg: for internal document and matter management

# 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.

**1250+ lawyers** | **350+ partners** | **26 offices** | **16 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 business professionals 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 business services people 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 and digital GP services

### Health and wellness benefits

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

### Lifestyle benefits

- 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
- Salary sacrifice electric car scheme (UK staff only)
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Financial wellbeing support
- Interest free season ticket loan
- Cloud Nine – our subsidised restaurant and coffee bar (London only)

# Taylor Wessing in London



Located in central London, our office is a stone's throw from some of the UK's biggest names in technology, fashion and retail, as well as the courts housing the capital's legal profession.

In 2023, we faced the choice whether to move to a new location in London or stay in 5 New Street Square. We decided to stay and invest in an extensive refurbishment as this would have less of an environmental impact than building and fitting out a brand-new space.

We're now back in 5 New Street Square and we look forward to clients and other guests experiencing our reimaged, modernised and more sustainable premises.

## Why London?

London is one of the top financial centres in the world and a key international tech hub. Our UK lawyers combine their deep understanding of the law with their outstanding market knowledge to support some of the most innovative businesses across the technology, media and communications, life sciences and healthcare, real estate, infrastructure and energy and private wealth sectors that do business in the capital and beyond.

We thrive on the challenge of keeping ahead of legal and regulatory developments to advise our clients in these dynamic sectors who are pushing the envelope in terms of the products they develop and offer and the business and economic models they operate. Our UK and international strength in M&A, disputes and intellectual property complements our focus on our key sectors.

## Our London team

Working alongside our lawyers, teams based in our London office support our UK and international business operations, including:

- IT
- Strategic Digital Ventures
- Finance
- Talent
- Risk
- Business Transformation
- Business Development, Marketing and Communications.

Anyone who works for Taylor Wessing in London becomes part of a fully integrated, UK-wide team. This is a fantastic firm for talented people who are intellectually curious, ambitious and want to work in one of the best cities in the world.

# 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 **2024**

[Read the report](#)

# Diversity & Inclusion

## Mansfield Certification



We are proud to announce that we have achieved Mansfield Rule UK Certification Plus for the 2024–2025 period, reaffirming our dedication to diversity, equity, and inclusion within the legal sector.

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.

## 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](#)

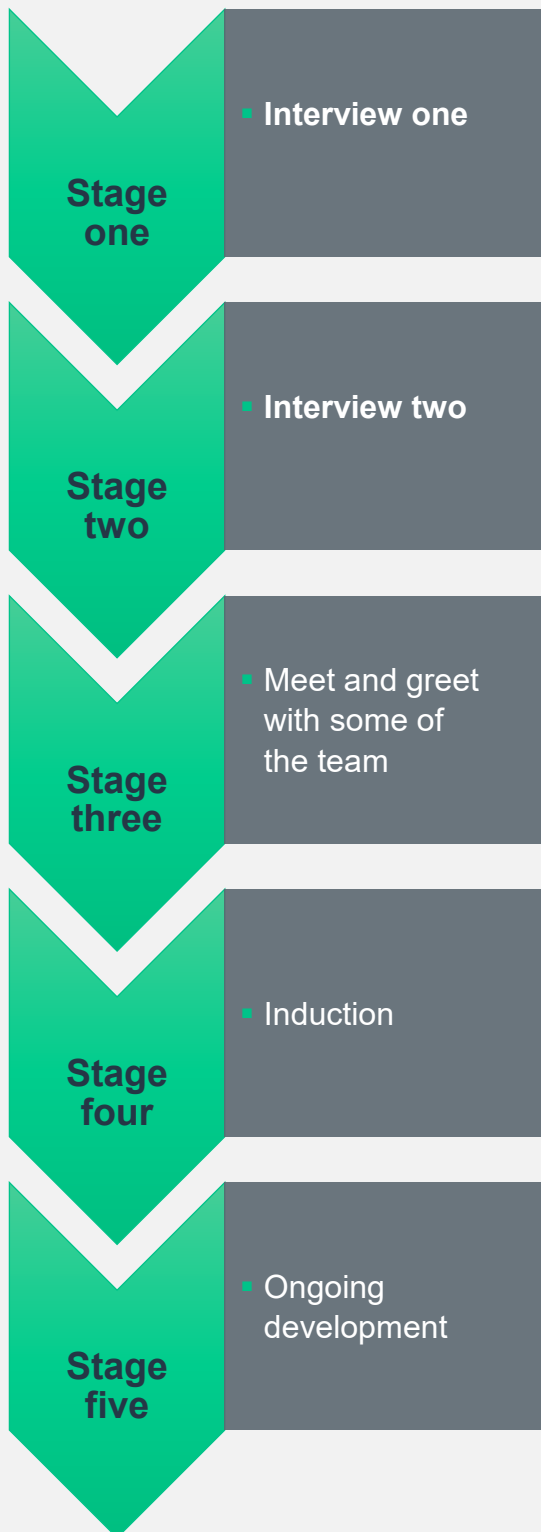
## Responsible Business Networks

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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We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions. If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process this will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

**2700+ people**  
**1250+ lawyers**  
**350+ partners**  
**26 offices**  
**16 jurisdictions**

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

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Taylor Wessing statistics published are correct as of 1 January 2026.

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[www.taylorwessing.com](http://www.taylorwessing.com)

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