

Job Title: Senior Paralegal (full-time)

Location: London/Remote Hybrid

Salary: £40,000 to £50,000 pa (plus benefits)

Length of Contract: Permanent

Company Profile

The [BPI](#) champions the UK's recorded music community, safeguarding the rights of its members and of the artists, performers and label members of collecting body [PPL](#). The BPI's membership consists of hundreds of independent music businesses and the UK's three 'major' record companies – Universal Music UK, Sony Music Entertainment UK and Warner Music UK. Its total membership taken together accounts for around 85 per cent of legitimate domestic music consumption and 1 in 10 streams around the world.

The BPI promotes British music at home and overseas through its trade missions, the [Music Exports Growth Scheme](#) and [The BRIT Awards](#), which it owns and organises. It administers [The BRIT Certified](#) Platinum, Gold and Silver Awards Programme, co-owns the [Official Charts Company](#) with ERA, and is home to [The Mercury Prize](#). The BPI encourages and supports innovation and technology, and additionally provides insights, training and networking with its extensive free masterclasses, networking events, *Insight Sessions* and reports alongside its communications and public affairs work.

The BPI is committed to [diversity, equity and inclusion](#). In support of this, the BPI is working closely with its members and industry partners, as well as its [Equity and Justice Advisory Group](#) (EJAG). The BPI's community engagement, focussed on

education & wellbeing through the power of music, is directed through [The BRIT Trust](#).

The BPI is values led in all the work it does. At the BPI we are Championing, Collaborative, Accountable and Trailblazing.

www.bpi.co.uk

The Opportunity/Job Description

This is an exciting and demanding full-time paralegal role in the business side of the recorded music industry. The role is broad ranging and covers significant day-to-day administrative as well as legal duties. The successful applicant will report to one of the team's Legal Advisors whilst working closely day-to-day with the five-person Legal team as they provide integrated legal services for the BPI's interrelated Communications, Content Protection, Digital, Events, Finance, Innovation, Membership, Public Affairs and Research departments.

The BPI follows a hybrid work structure where employees can work remotely, or from our office (in the creative Tileyard hub, King's Cross, London), based on task requirements or personal work preferences. We anticipate that you will work from our office at a minimum of approximately one day per fortnight. You may be asked to work more from our office during certain periods and you can choose to work from our office at any time you prefer.

BPI may assign you to work outside London at various locations where the BRIT Awards and Mercury Prize etc are to be held. Whilst the BPI strives to offer employees flexibility and a good work life balance, in the run-up to the awards shows, and at other intense periods such as litigation, you may be asked to work longer or unsociable hours to assist the Legal

team in meeting deadlines.

Key Responsibilities

- Helping to manage diaries, organise meetings including preparing meeting papers, taking minutes and managing deadlines.
- Organising and maintaining digital and physical legal files and bundles, and other documents such as suppliers' data and payment documents.
- Helping to manage the contract signature process for agreements, including third party agreements, utilising Adobe e-Sign and alternative methods (e.g. email) when required.
- Preparing and maintaining document trackers.
- Gathering information and evidence for contentious matters.
- Conducting legal research and preparing concise internal notes.
- Drafting, reviewing, and finalizing various legal documents, such as memos, reports, witness statements, and licence agreements and release forms.
- Assisting in copyright clearance.
- Checking Companies House's registers for all companies of the BPI group.
- Performing general administrative tasks and providing overall assistance to the legal team.

Ideal Experience

- An established track record of working as a confident and proactive paralegal either in a law firm and/or with an in-house legal team.
- Experience of working in the field of intellectual property

would be desirable.

Key Skills

- A clear, diplomatic and articulate communicator, confident in ensuring you interpret instructions accurately and comfortable in being able to candidly advise and assist your legal colleagues.
- The ability to adapt and work inclusively with colleagues who have a wide range of expertise and working styles.
- The ability to work calmly, diplomatically and successfully to deadlines in high pressure situations where they occur, both on piecemeal and more substantive tasks.
- The ability to proactively anticipate and flag potential issues for solving with the wider Legal Team as you encounter them in your work.
- Professional written and oral communication skills, including the ability to draft legal documents, write reports, and communicate complex information clearly and accurately.
- Excellent self-management able to manage busy workload and ability to multi-task, prioritising and reliably managing effectively deadlines from different stakeholders in legal.
- Ability to absorb complex information, perform in-depth legal research, and find relevant precedents and legislation.
- Excellent attention to detail when analysing files, reviewing contracts, processing invoices, and maintaining accurate records and documentation.
- Problem-solving skills and ability to react and adapt to changing priorities and new information in a dynamic legal environment.
- Experience using Adobe Acrobat tools and Microsoft 365 apps Teams, Word, Excel, PowerPoint, Outlook, OneDrive,

Sharepoint.

Salary and Benefits

- Salary of £40,000-£50,000 per annum depending on experience.
- Performance-related bonus.
- Three days of personal volunteering time per annum.
- Private Medical Insurance.
- Permanent Health Insurance.
- Life insurance.
- Annual Wellness Allowance.
- A hybrid work environment with flexible working policies.
- 25 days annual leave plus bank holidays.

Equal Opportunities & Diversity

The BPI welcomes applications from suitably qualified candidates of all social backgrounds, including across all genders, ethnicities, sexual orientations, and those who identify as Deaf, disabled or from neurodiverse backgrounds.

The BPI is an equal opportunity employer and any decision to appoint will be made solely based on candidate merit and business need.

We actively encourage the best possible candidates to apply, regardless of their gender, race, age, disability, sexual orientation, religion or political belief. We believe that representation matters, and we are passionate about developing a diverse workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to candidates from Black, Asian or ethnic minority backgrounds; members of the

LGBTQIA+ community; people who identify as non-binary or gender nonconforming; people with a disability; and people who are neurodivergent.

If you have a disability or additional need that requires accommodation during the process of application and selection, please do not hesitate to let us know when applying.

Reasonable adjustments we can make include, but are not limited to, extra time during tasks, using a different video conferencing application, providing a British Sign Language interpreter or holding the interview at a specific time of day.

The BPI is proud to be a Disability Committed and Living Wage employer. The BPI is committed to offering an interview to Deaf and or disabled people who meet the minimum criteria for the job.

When you complete your job application form you will find a box at the bottom that says 'Disability Confident Application'. Please tick this box if you identify as Deaf and/or disabled and would like your application to be considered as a part of our commitments under the Disability Confident scheme. If you have a requirement to apply for the role in another format, by video for example, please ensure that you advise us on your application form that you are submitting an application in an additional format and that you wish to be considered under the scheme. There may be occasions where it is not practicable to interview all disabled people that meet the minimum criteria for the job. In these circumstances we will limit the overall numbers of interviews offered and select the Deaf and/or disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

Application Process

We know that applying for a new job can be full of uncertainties and we look to provide upfront information where possible. Our process for recruiting this role will comprise a minimum of four and maximum of five stages. After each stage, we will contact you as soon as possible to inform let you know if you will be progressing to the next stage.

The closing date for applications is 5 January 2026

Stage 1

- Submit a CV and cover letter each totalling no more than one side of A4 [here](#). We ask all candidates to complete the BPI's Equal Opportunities monitoring form, which can be found [here](#). Equal Opportunities monitoring forms are anonymous and are processed independently to your application by members of the team not involved in the hiring process.
- Your application will be considered on a name blind basis by our recruiters. Following your application, you may be invited to a pre-screening call with our recruiters. Calls will take place on a rolling basis until 2 January 2026.

Stage 2

- 45-minute virtual interview with members of BPI legal team to be held the week commencing 19 January 2026. Interviews can be scheduled flexibly if needed.

Stage 3

- A 2 hour written task conducted in a controlled environment. The BPI legal team will arrange test directly with candidates week commencing 26 January 2026.
- 1 hour in-person interview with BPI's General Counsel and members of BPI legal team to be held the week commencing 2 February 2026, part of which will be to discuss your written test.

Stage 4

- Employment offer, subject to reference