

Job Pack

Asylum and Immigration Solicitor/Caseworker

Thank you for your interest in the Asylum and Immigration Solicitor/Caseworker post at Kirklees Citizens Advice and Law Centre. In this job pack you will find information about:

- Kirklees Citizens Advice and Law Centre
- The job description and the person specification
- Our approach to equity, diversity and inclusion
- Organisational ethos and expectations
- The benefits of working for Kirklees Citizens Advice and Law Centre
- The application process and guidelines

Timescales for applications:

Closing date: Friday 28th November 2025 at 12.00 noon.

Interviews: It is anticipated that interviews will be held week beginning 8th December 2025

[Link to application form](#)

Kirklees Citizens Advice and Law Centre provides independent support and advice to thousands of people across Kirklees and beyond every year. These issues, supported by our generalist service, include welfare benefits, employment, consumer issues and more.

Our specialist services teams hold Legal Aid contracts in asylum and immigration, housing, discrimination, and welfare benefits. Clients can access our services through our Adviceline, online contact form, or our drop in services based at our Dewsbury office.

We have been active as a Law Centre for over 20 years, and as a combined Citizens Advice and Law Centre for over 10 years, and have a current team of over 40 staff and 15 volunteers.

Our vision: To be part of a community where everyone has equal access to free support and advice, and the ability to enforce and defend their rights.



Our Mission: To provide access to justice for people in Kirklees and surrounding areas by providing a high quality social welfare advice service, covering all levels of information, advice and litigation, delivered by skilled and experienced staff and volunteers. As a leading advice organisation we will support our wider vision by working with, supporting and inspiring others in our networks and by campaigning for social rights and justice.



Our Values: Respect, Empathy, Independence, Collaboration, Justice, Empowerment.

Job Description

Job Title	Asylum and Immigration Solicitor/Caseworker
Location	This post will be based in KCALC's offices in Dewsbury but the postholder may also be required to work from other locations in Kirklees.
Salary	Between £29,919 – £34,654 depending on experience
Hours	Full-time
Reports to	Asylum and Immigration Supervisor

Duties and Responsibilities

- To ensure that all immigration and asylum advice, assistance and representation undertaken by organisation staff complies with the requirements of the Legal Aid Agency and the OISC.
- To maintain accreditation at Level 2 under the Law Society immigration accreditation scheme.
- To ensure proper time recording, prompt billing and reporting on outputs and outcomes.
- To ensure that the terms of all funders are adhered to as regards advice and casework including reports to the Immigration Supervisor, Chief Executive and Board of Trustees
- To participate in staff meetings, formulating policy and allocation of tasks.
- To be responsible for own word processing, filing and case-recording with assistance from other staff and volunteers when appropriate and available.
- To provide training, support and mentoring for other staff and volunteers undertaking immigration/asylum casework and related duties; to carry out reciprocal monthly file review of the Immigration Supervisor as set out in the Office Manual.
- To provide presentations, seminars, training and articles for publication in relation to immigration/asylum law when required.

Advice and Casework

- To provide immigration and asylum advice and representation to clients in the North East and West Yorkshire regions.
- To provide supported casework, telephone and email advice to workers and volunteers of first tier advice agencies providing social welfare law assistance and to statutory agencies working in partnership with the KCALC.
- To assist clients in liaising with other people and organisations to resolve their immigration and asylum problems where possible.
- To represent clients at tribunals and courts as and when necessary.
- To visit clients at their homes, at reception centres, or at outreach sessions at other agency premises as appropriate and generally ensure proper access to the service.
- To attend Counsel's Chambers with clients as appropriate.

Professional Development

- To attend courses on new legislation, specialist skills and the use of I.T.
- To keep up to date with the changes in relevant legislation and issues relating to immigration and asylum.
- To maintain readership of relevant immigration law journals and other relevant legal publications.
- To attend regular supervision meetings with the Immigration Supervisor and discuss job performance and personal career development.

Social Policy

- To be alert at all times to the social policy implications of issues presented by clients.
- To take appropriate action to influence social policy in regard to these issues.

Other Duties and Responsibilities

- In addition to the tasks and duties listed in the job description, to undertake such duties as may be identified and which are generally compatible with the functions for the post.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Flexibility to work from other locations in Kirklees as and when necessary.
- Demonstrate commitment to the aims and policies of the KCALC service.

Person Specification

Asylum and Immigration Solicitor/Senior Caseworker

Essential

- All candidates must have LAA accreditation at Level 2.
- Experience of working under or managing a Legal Aid contract.
- Experience of delivering advice and/or undertaking Asylum casework in a legal environment.
- Understanding of the not-for-profit legal sector and commitment to the aims and ethos of KCALC
- Ability to keep good records and to act for the client in a timely manner
- Ability to use IT systems and packages, and electronic resources in the provision of advice and the preparation of reports and submissions.
- Experience of managing time, against competing priorities and a varied workload with the ability to monitor and maintain service delivery against agreed targets in a busy environment.
- A commitment to equality and the skills to engage, communicate and work with a wide range of people from different backgrounds and with a range of abilities

Desirable

- Experience of Legal Aid certificate work.
- Ability to manage staff and undertake file reviews and manage performance
- Completed the LAA supervisor's exam or willing to undertake this.

This role will be subject to a DBS check as this is a requirement of our funders.

Equity, Diversity and Inclusion

- To have regard at all times to the planning and execution of duties to KCALC's Equity, Diversity and Inclusion Policy. In accordance with the Equalities Act, reasonable adjustments will be made to facilitate the employment of disabled people.
- To ensure equality of access to the services provided to all potential clients wishing to access the services.

Organisational Ethos and Expectations

As part of their role with Kirklees Citizens Advice and Law Centre all staff to:

- Have a commitment to the aims, objectives and ethos of the organisation, and follow policies, procedures and systems
- Keep the clients' needs at the centre of all the organisation's activity, seeking to deliver the best possible service within resource and operational constraints
- Communicate well and appropriately with colleagues and clients, keeping others informed and consulting as much as possible
- Have a professional attitude, being flexible, supportive and cooperative in working together with other staff members and volunteers
- Show respect for all colleagues, volunteers and clients in how they speak and act and always behave in a non-judgemental way
- Be willing to learn, accept constructive feedback, adapt to change, always aim to improve efficiency and quality, and take responsibility for their own work

Benefits of working for Kirklees Citizens Advice and Law Centre

As a member of the KCALC team you will benefit from:

- A salary of between £29,919 – £34,654 depending on experience
- An 8% non-contributory Pension Scheme
- Healthy Work/Life Balance – 37 hour working week and flexible working scheme.
- Generous Annual Leave – 33 days holiday, rising to 38 after 5 continuous years' service plus eight statutory bank holidays.
- Commitment to health and wellbeing – access to employee assistance programme, discounts on days out, restaurants and high street shopping, contribution towards eye-tests, glasses, dental care and more.
- Discounted and financed travel pass.
- Commitment to ongoing development - Regular training workshops and personal development opportunities

The application process and guidelines for completing the application form

We ask all candidates to complete the same application form. This means that we get all the information we need from everyone and that we can more easily compare applications. Please complete the form and do not submit a CV or attach it to the form because we will discard this.

We ask the questions on the form because we need to know this information to administer the recruitment process or to make a judgement about who to shortlist for interview. Please answer all the questions and please answer them honestly. If you are appointed and it later comes to light that you have made false claims during the application process then you may be subject to disciplinary action up to and including dismissal.

The recruitment panel will compare your application with criteria provided with the Job Description. They will want to see evidence that you meet the essential requirements for the role and how far you meet any criteria which are desirable. They will score each application based on how well the form shows that the applicant meets these criteria and the top candidates will be invited for interview. It is possible that you may meet all the criteria but that other candidates provide stronger evidence and, therefore, you are not be shortlisted. The scoring will take place based only on information provided on the application form so please do not assume that the panel will take into account any other information, even if you are known personally to them.

Many of the questions ask you to provide *relevant* information. This means that we want details which apply to the job for which you are applying and which will help the recruitment panel make a decision about your suitability for that particular post. Please do not write down everything you can think of but choose carefully the information that will assist the panel. We often receive a lot of applications for posts and the people undertaking the shortlisting have a lot of information to read; if your application is relevant and focussed it will make it easier for the panel to find the information they need and make a judgement. A longer application is not necessarily a better one.

Some tips on completing the form

- Please apply for *our* job. If you are using information from other documents from when you may have applied elsewhere then check this to make sure it is relevant to our role
- Please follow the instructions on the form about how to complete it and provide all the information we ask for.

- Ask someone else to check the form before sending it. Sometimes you cannot spot errors because you have become too familiar with the text and asking another person to check it will help spot these. The panel will not dismiss your application because of a mistake but a form filled with errors will not make a good impression. If you have a disability which affects your ability to complete the form please contact us and we will find the best way for you to submit the information we need to assess your application.
- Please do not use jargon. If there is the possibility that a member of the recruitment panel may not understand something that you refer to or an acronym you use then make it very clear what you are talking about.
- Please provide examples of how you meet the criteria for the role. It is not sufficient, for example, to say that “I know a lot about employment law”. A better answer would be to say where you have gained that information, how you keep up to date, any qualifications you have, any recent training and how you have used the knowledge you have.
- Remember that examples you provide can come from all areas of your life including your family life, jobs that you have had in the past, and any voluntary work you have done. We are not interested in your leisure activities and hobbies except where you can show that they have given you skills, knowledge or experience which is directly relevant to the post for which you are applying.

Applications submitted after the cut off date will not usually be considered. Please make every effort to be on time. If there is some reason why this will not be possible then you need to contact us as soon as possible to see if we can make other arrangements.

We try to provide feedback to unsuccessful applicants after the shortlisting is complete but please be aware that we may have received a large number of applications and it may be too time consuming to provide individual feedback for each one.

The application form

To proceed with this application form you will now need to click on the link below which will take you to the application and diversity monitoring forms you need to complete on our website.

Please return your application form to recruitment@kcalc.org.uk and remember to include the diversity monitoring form.

[Link to application form](#)