

Immigration Solicitor / Caseworker

£33,100 per annum FTE - pro rata - 3 days per week (21 hours)

Job title:	Immigration Solicitor / Caseworker
Contract:	Fixed term, with potential extension or permanence subject to funding
Hours:	Part-time, 21 hours per week (3 days)
Salary:	£33,100 per annum FTE, pro rata for 21 hours per week
Line manager:	Director and Immigration Supervisor
Location:	North Kensington Law Centre, Baseline Studios, Whitchurch Road, London W11 4AT, with outreach travel and some hybrid working by agreement

About North Kensington Law Centre

North Kensington Law Centre (NKLC) opened in 1970 as the first Law Centre in the country. For more than 50 years, NKLC has delivered community-based legal services that promote rights, equality of opportunity and access to justice for people facing disadvantage, exclusion and vulnerability.

Our current areas of work are employment, housing, immigration and welfare benefits. In immigration, NKLC delivers Legal Aid Agency (LAA) contract work and privately funded work where matters fall outside legal aid scope. NKLC also contributes to regional homelessness and immigration advice initiatives, including work with vulnerable non-UK nationals who are rough sleeping, destitute or otherwise at risk.

The role

We are seeking an experienced Immigration Solicitor / Caseworker to undertake high-quality immigration, asylum and nationality casework, including complex matters involving deportation, appeals, judicial review and public law remedies. The successful candidate will be able to inherit and manage an active caseload, progress files with limited supervision, and contribute to the continued development of NKLC's immigration litigation and Legal Aid practice.

The postholder will support the Director and Immigration Supervisor, work collaboratively with the immigration team, and contribute to outreach, advice line and homelessness-related immigration casework. The role requires strong technical competence, sound professional judgement, excellent file management and a clear commitment to working with vulnerable and disadvantaged clients.

Overall purpose of the post

- Provide specialist immigration, asylum and nationality advice, casework and representation across a broad range of categories.
- Conduct complex and strategic cases, including appeals, deportation matters, judicial review and public law challenges where appropriate.

- Support the Director and Immigration Supervisor in developing NKLC's litigation capacity and maintaining high standards of professional practice.
- Deliver work under NKLC's LAA contract, including effective matter start take-up, billing, cost recovery and compliance with contract requirements.
- Contribute to regional and homelessness-related immigration advice projects, including outreach and advice sessions when required.
- Work respectfully, sensitively and effectively with clients who may be destitute, homeless, traumatised or otherwise vulnerable.
- Support colleagues through technical input, case discussion, training and shared learning across the immigration team.

Key responsibilities

Casework and representation

- Manage a varied and complex immigration caseload, ensuring matters are progressed efficiently, strategically and in the client's best interests.
- Advise and represent clients in asylum, protection, human rights, family reunion, nationality, deportation, detention, trafficking, EU settlement, long residence and other immigration matters as appropriate to experience and authorisation.
- Prepare and conduct appeals, judicial review pre-action work and litigation-related casework, including drafting grounds, witness statements, representations and evidence bundles.
- Instruct counsel and experts where appropriate, manage third-party input and ensure deadlines are met.
- Deliver clear, accurate and accessible advice to clients, including clients with limited English, complex needs or experiences of trauma.

Compliance, quality and income generation

- Maintain accurate, timely and complete case records on NKLC's case management system.
- Ensure files are compliant with LAA, Lexcel, SRA and Immigration Advice Authority requirements, as applicable.
- Open, progress and close files in accordance with LAA contract rules, billing requirements and NKLC procedures.
- Work towards agreed billing and income targets, including appropriate use of legal aid funding, controlled work, licensed work and cost claims.
- Maintain a strong understanding of in-scope legal aid casework, merits, means, evidence requirements and relevant funding forms.

Project, outreach and team contribution

- Participate in outreach sessions, advice line provision and partner-facing work as required.
- Liaise effectively with statutory bodies, voluntary-sector organisations, homelessness services, local authorities and other partners.
- Identify social policy issues arising from casework and contribute to appropriate action, evidence gathering or policy influencing.
- Provide technical support, informal guidance and training to colleagues and partner organisations on immigration law and policy developments.

- Work cooperatively with the Director, Immigration Supervisor and wider team to promote consistent procedures, common standards and good practice.

General responsibilities

- Promote and comply with NKLC's equal opportunities, confidentiality, safeguarding and data protection policies.
- Participate fully in supervision, team meetings, unit meetings and organisational development activities.
- Maintain professional development, accreditation and training requirements, including updates in law, policy, procedure and IT systems.
- Use ICT systems confidently and be self-servicing in routine administrative tasks.
- Undertake other duties reasonably required and compatible with the nature and seniority of the post.

Accountability

The postholder will be accountable to the Director and Immigration Supervisor.

Person specification

Essential qualifications and authorisation

- Qualified solicitor registered with the Solicitors Regulation Authority, or an experienced immigration caseworker with equivalent competence and appropriate supervision/authorisation arrangements.
- Immigration and Asylum Accreditation Scheme (IAAS) Level 2 Senior Caseworker accreditation, or ability to obtain it quickly.
- Eligibility to work in the UK without visa sponsorship.
- Enhanced DBS clearance, or willingness to obtain enhanced clearance within four weeks of appointment.

Desirable

- At least two years' post-qualification or equivalent casework experience in immigration, asylum and public law.
- Immigration Advice Authority registration at Level 3, where relevant to the candidate's route and work undertaken.
- Experience of judicial review, appeal work, deportation, detention or other complex litigation.

Experience

- Proven track record of delivering high-quality advice, casework and representation in asylum, immigration and nationality law.
- Experience of working within an LAA contract and a clear understanding of legal aid billing, matter starts, means and merits requirements.
- Ability to generate sustainable income through properly funded casework, billing and cost claims.
- Experience of privately funded immigration work where matters are outside legal aid scope.
- Experience of working with vulnerable, disadvantaged or marginalised clients, including people facing homelessness, destitution, trauma or insecure immigration status.

- Experience of liaising and negotiating with statutory bodies, voluntary organisations and community partners.
- Understanding of issues affecting migrant and minority communities, including barriers to advice, documentation, housing and support.
- Knowledge of Windrush Compensation Scheme issues and Grenfell survivors and relatives policy is desirable.

Skills and competencies

- Excellent technical knowledge of UK immigration, asylum, nationality and relevant public law principles.
- Strong knowledge of judicial review procedure, pre-action conduct, evidence gathering and litigation funding requirements.
- Excellent drafting, analysis, advocacy preparation and legal research skills.
- Strong file management, case planning, deadline management and attention to detail.
- Ability to work under pressure, prioritise competing demands and remain calm in difficult situations.
- Clear, accessible and empathetic communication with clients, colleagues and external partners.
- Good IT skills, including confident use of legal case management systems and Microsoft Office or equivalent tools.
- Ability to work independently while also contributing constructively to a team environment.

Key attributes

- Commitment to the role of Law Centres in promoting access to justice and serving local communities.
- Commitment to equality, diversity, anti-discrimination and culturally competent practice.
- Patience, empathy and professional boundaries when working with vulnerable clients.
- Flexibility to undertake outreach travel and occasional work outside normal hours where required.
- Sound judgement, resilience and a practical, solutions-focused approach to complex casework.

Equal opportunities

NKLC is an equal opportunities organisation. We recognise that widespread discrimination exists in society, both directly and indirectly, against individuals and groups. All employees are expected to uphold and promote NKLC's Equal Opportunities Policy in their work and conduct.

Specific details

- This is a part-time post, 21 hours per week over three days, based primarily at NKLC's offices in W11 with outreach travel as required.
- Hybrid working may be available by agreement, subject to service needs, supervision requirements and client commitments.
- The appointment is fixed term, with scope for extension or permanence subject to funding and organisational need.

- The post is subject to enhanced DBS clearance. The successful candidate must complete DBS clearance within four weeks of starting employment, and continued employment will remain dependent on the outcome.
- Candidates must disclose previous or pending civil or criminal matters, and any other suitability matters relevant to the role, at the end of their personal statement.
- The successful candidate will be asked to provide two professional references, one of which should be from their most recent employer.

How to apply

Please email your CV and a supporting statement of no more than 1,000 words to cassim@nklc.org.uk and recruitment@nklc.org.uk. Your statement should explain how you meet the person specification and specific details for the role. Please address the criteria in the same order as they appear in this job description.

Closing date

Applications will be reviewed and interviews offered on a rolling basis until the position is filled. Shortlisted candidates will be contacted by email. If you have not received a response within seven days of submission, please assume that your application has not been successful.

If you have a disability and require reasonable adjustments for the interview process, please state this at the end of your supporting statement.