

Immigration Solicitor

£32,500 per annum - Full Time

NKLCs Background

North Kensington Law Centre – NKLC, opened its doors in 1970 as the first Law Centre in the country, pioneering a community-based legal service which promotes rights and equality of opportunity. In 2020, we celebrated our 50th year serving the communities of North Kensington and beyond and have established a history and tradition of fighting for justice on behalf of people from disadvantaged and vulnerable communities. Recently, we became part of the West London Homelessness Project with London Councils.

Our current areas of work are employment, housing, immigration, and welfare benefits. For immigration, we are registered with the OISC and we have a Legal Aid Agency (LAA) contract in Housing and Immigration. We also undertake privately funded work for matters which are out of scope for Legal Aid.

The Role

We are looking for a Solicitor with 2 years or more PQE. The main functions of this role will be to undertake complex casework including deportation, appeals, and judicial review cases. The ideal candidate will be experienced, and able to inherit a caseload and undertake casework from the offset. The candidate must be registered with SRA and hold IAAS accreditation at Level 2.

The candidate must have a wide range of knowledge and experience in all immigration categories and be able to support the team with all of the immigration services that NKLC operates. This includes outreach sessions, a weekly advice line and West London airport homelessness casework.

Overall purpose of the post

The primary focus of the candidate is to:

- Support the Director with casework and develop NKLC's litigation casework;
- Provide high quality advice and casework in all categories of immigration, asylum and nationality law;
- Support NKLC in generating further income through our LAA contract, and other funding streams.

Role and Responsibilities

The post holder will:

- Manage a complex caseload and take on cases that break new ground;
- Provide high quality advice, assistance and representation at all levels up to CoA;
- Be familiar with litigation proceedings and necessary funding forms;
- Contribute to New Matter Start take up to meet NKLC's contract with the LAA;
- Ensure files are LAA, Lexcel and OISC compliant;
- Be highly competent in casework record keeping on an online case management system;
- Work closely with the Director and Supervisor and support other team members, as required;
- Undertake outreach work at various locations, as required.

Other responsibilities include:

- Carrying out duties to reflect and implement the equal opportunities objectives and policies of NKLC;
- Observing NKLC's Confidentiality Policy at all times;
- Treating vulnerable individuals with respect and empathy;
- Maintaining Professional Development as required by SRA, LAA and OISC;
- Maintaining up-to-date knowledge of relevant changes in law and policy;
- Undertaking training as is necessary to attain or maintain the standards required by NKLC, such as courses on new legislation, specialist skills and IT;
- Working flexibly, in a co-operative way with others and undertaking any other necessary and appropriate tasks;
- Being self-servicing and able to use IT programmes;
- Participating fully in staff meetings;
- Willingness to travel from time to time to attend any of our outreach sessions;
- Working towards a monthly billing target.

In addition to the tasks and duties listed in this job description, to undertake such duties as may be identified and which are generally compatible with the functions of the post, and other related casework.

Social Policy

To be alert at all times to the social policy implications of matters presented by clients, and to take appropriate action to influence social policy on these matters.

Accountability

Accountable to the Director, Senior Supervising Solicitor and Immigration Supervisor.

Person Specification

To be considered for this role, you must have:

1. Immigration & Asylum Accreditation (IAAS), Level 2 Senior Caseworker;
2. Registered with the SRA and possibly with OISC at level 3;
3. An Enhanced DBS certificate issued within the last 12 months.

Experience:

- A proven track record of providing high quality advice and representation in LAA and private funded asylum, immigration and nationality law;
- At least two years' PQE of immigration casework and public law work;
- Experience of working within an LAA contract and a clear understanding of billing requirements;
- An ability to raise income by use of LAA funding of cases and cost claims;
- A general understanding of the Windrush Compensation policy and Grenfell Survivors and Relatives policy;
- A commitment to deliver face-to-face advice services to vulnerable and disadvantaged clients;
- Experience of liaising and negotiating with statutory and voluntary organisations;
- Empathy, sensitivity, and understanding towards immediate issues the local community face;
- Ability to explain the law clearly;
- Excellent IT skills, including experience of a legal case management system;
- Experience of informing and training colleagues and local organisations on immigration legislation and any changes in the law.

Skills and competencies:

- In-depth knowledge of the laws and processes behind Judicial Review proceedings;
- Accuracy and attention to detail;
- Experience of working under pressure and able to meet deadlines;
- Good organisational skills;
- Ability to stay calm and composed in challenging situations;
- Ability to take clear instructions and follow through;
- Good communication skills and personal presentation.

Key Attributes:

- Ability to manage a caseload;
- Experience demonstrating familiarity with instructing counsel and other third parties;
- A clear understanding of in-scope LAA casework and billing methods;

- Understanding of and commitment to the role of law centres within local community settings;
- Understanding of issues affecting the immigration needs of minority groups;
- Awareness of and commitment to equality and diversity policies;
- Patience and empathy when working with vulnerable clients;
- Flexible approach to carrying out duties outside of job description when required;
- A willingness to travel and work outside normal working hours as required.

Equal Opportunities:

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

Specific Details:

The post is full time – 35 hours per week, primarily working from our offices in North Kensington – on a fixed term basis for the duration of 20 months, with scope for the post to become permanent. Outreach travel for this post is likely and there may be flexibility with hybrid working arrangements.

The role requires an enhanced DBS clearance within 4 weeks of commencing employment and the post will remain dependent on the outcome. Candidates are required to make a full disclosure of previous or pending civil and criminal matters against them and of any other suitability matters relating to the role. These must be highlighted at the end of the candidate's personal statement. Candidates must have the right to work in the UK without sponsorship.

Vacancy Details:

To apply for the post, please email your CV with a detailed statement of no more than 1000 words to cassim@nklc.org.uk and franck@nklc.org.uk demonstrating how you meet the Person Specification Criteria and Specific Details section. You must cover all sections of the Specification in the same order.

Closing date for applications:

Applications will be reviewed, and interviews offered on a rolling basis until the position is filled. Shortlisted candidates will be initially contacted by email. If you have not received a response within 14 days of submission, please assume your application was unsuccessful.

If you have any disabilities and require special arrangements for the interview process, please highlight this at the end of your statement.