



# Job Pack

## Immigration Solicitor/Caseworker

Thank you for your interest in working for Leeds Citizens Advice & Law Centre. In this job pack you will find information about:

- Leeds Citizens Advice & Law Centre
- Bradford and Airedale Citizens Advice & Law Centre
- The job description/person specification and the team the role is based in
- Benefits of working for Leeds Citizens Advice & Law Centre
- Our approach to equality and diversity

### **Timescale for applications:**

**Applications will be considered on a rolling basis so we would encourage you to apply early.**

Shortlisted candidates will be invited to complete an online technical assessment prior to being offered an interview.

Due to high levels of interest in our roles, we are unable to respond individually to applicants who are not invited to interview. If you do not hear from us within 4 weeks of your application, you should assume you have not been successful on this occasion.

### **CV and covering letter should be sent to:**

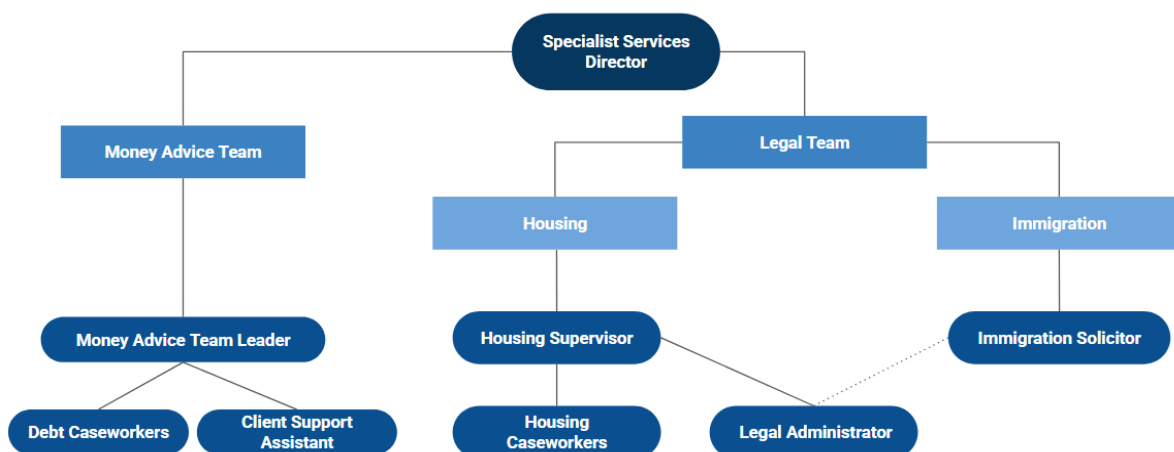
[jobs@citizensadviceleeds.org.uk](mailto:jobs@citizensadviceleeds.org.uk)

## Leeds Citizens Advice & Law Centre

Leeds Citizens Advice & Law Centre is a local charity working for a fairer society where people are free from the effects of poverty and social injustice. We're the largest provider of free and independent advice in the city, helping 35,000 people a year through telephone, online and face-to-face services. Our friendly and diverse team consists of 80 employees and 30 volunteers, and we offer flexible and family friendly working arrangements.

We have deep roots in the local community, dating back to 1939 when we first opened our doors, and have been providing advice to Leeds residents ever since. Our status as a Law Centre is more recent, having joined the Law Centres Network in 2024, but is built on our long experience in working for social justice, locally and nationally.

We're now focussed on developing our legal advice team to respond to the needs of local people. Our initial focus is on Housing and Immigration advice and we're excited to be working with Bradford & Airedale Citizens Advice & Law Centre to build capacity for Immigration advice in both cities. Leeds CALC will be the employer for this post.



## Bradford and Airedale Citizens Advice & Law Centre

Bradford and Airedale Citizens Advice & Law Centre have a national reputation across the Citizens Advice network as experts in immigration knowledge and service delivery. We are accredited to the highest level within the Immigration Advice Authority (IAA, formerly the OISC) and Immigration and Asylum Accreditation Scheme (IAAS) which means we can provide immigration advice to all levels, including appeal and judicial review.

We are now keen to build capacity for Immigration advice across the sector, which this role will play a key part in by providing training and supervision for local Citizens Advice offices and other advice agencies.

Leeds CALC and Bradford & Airedale CALC are among five organisations in Yorkshire that have dual status as members of the Citizens Advice and Law Centres Networks. This project is part of our developing partnership seeking to increase access to justice and strengthen the advice sector as a whole.

# The role

<b>Job title</b>	<b>Immigration Solicitor or Immigration Caseworker</b>
<b>Location</b>	Leeds/Bradford/Hybrid  The postholder will work across both organisations and there is the option to work from home for 1-2 days per week, depending on the needs of the service.
<b>Employer</b>	Leeds Citizens Advice & Law Centre
<b>Salary</b>	£38,000 - £48,000 per annum, dependent on experience
<b>Hours</b>	Full time; applications for part-time or job share arrangements will be considered.
<b>Reports to</b>	Specialist Services Director at Leeds CALC

## Background to the role

The Citizens Advice and Law Centre services across Leeds, Bradford and Airedale are leading providers of advice and information, supporting tens of thousands of clients every year. We are now looking to recruit an ambitious individual to join our growing team as part of a planned expansion of the immigration service working across both organisations.

The successful candidate will be an Immigration solicitor of at least 3 years' experience or an accredited Immigration adviser to at least Level 2 IAA with at least 3 years' immigration advice experience. You will split your time between the two organisations, working flexibly according to the needs of the service. It is anticipated that initially you will be mostly in the Leeds office, handling your own caseload from instruction through to completion, delivering high quality advice, advocacy and representation for clients including matters relating to refugees and asylum seekers, family reunion, citizenship, NRPF, overstayers, and visas. You will also support the Specialist Services Director to register the organisation with the IAA.

At Bradford & Airedale CALC the role will be focused on developing training programmes, leading training sessions and mentoring advice teams to enhance their knowledge of immigration issues and advice, supporting them to reach accreditation level. We're therefore looking for candidates who can foster a collaborative and supportive work environment that promotes continuous learning and development.

This role is subject to an Enhanced DBS check.

# Job description

## RESPONSIBILITIES

### 1. Legal advice services

- 1.1. Provide immigration and asylum advice and casework. Maintain an active caseload, representing and advocating for clients at court and tribunal hearings where required.
- 1.2. Ensure your work complies with relevant internal and external standards where required e.g. Immigration Advice Authority (IAA), Specialist Quality Mark (SQM), Solicitors Regulatory Authority (SRA), etc.
- 1.3. Ensure that KPIs are met and that case recording is carried out to required standards.
- 1.4. Prepare and deliver training programmes to develop and improve immigration knowledge and casework skills of colleagues.
- 1.5. Train and support colleagues to prepare for exams and obtain immigration accreditation.
- 1.6. Undertake file reviews and quality of advice assessments on your own and others' cases, to ensure that organisational, professional and contractual requirements are met.
- 1.7. Participate in regular team meetings and maintain high standards of conduct in the team.
- 1.8. Contribute to internal and external monitoring reports as required.
- 1.9. Maintain professional standards and competencies and demonstrate these in all dealings with clients, colleagues and stakeholders.
- 1.10. Work with other generalist and specialist caseworkers, advisers and colleagues to support a holistic service to clients covering a range of social welfare law subjects.
- 1.11. Support the Specialist Services Director in maintaining quality standards, and achieving other relevant accreditation.
- 1.12. Contribute to our research and campaigns work by identifying social policy and access to justice concerns.

### 2. Professional Development

- 2.1. Keep up to date with legislation, policies and procedures relating to immigration law and practice, disseminating these to colleagues as appropriate.
- 2.2. Maintain CPD and professional requirements as set out by the regulating body.
- 2.3. Attend relevant internal and external meetings as agreed with the line manager.
- 2.4. Participate in organisational initiatives to develop and improve services.
- 2.5. Identify own training needs and agree with line manager training and development activities to be undertaken.
- 2.6. Prepare for and attend supervision sessions.

### 3. Other duties and responsibilities

- 3.1. Maintain professional relationships with local agencies in order to further good quality of advice and research & campaigns work.
- 3.2. Provide reports for managers as required.
- 3.3. Participate in rota for opening/locking up premises.

- 3.4. Abide by and assist in the implementation of organisational policies and procedures including Health & Safety, IT, information assurance and equalities and diversity policies.
- 3.5. Present a professional appearance, help maintain an orderly working environment and act at all times to uphold the good reputation of Leeds Citizens Advice & Law Centre and Bradford and Airedale Citizens Advice & Law Centre.
- 3.6. Contribute to the day to day running of the premises where the services are provided.
- 3.7. Promote the aims, policies and membership requirements of the Citizens Advice service and Law Centres Network.
- 3.8. Undertake any other reasonable duties as may be required from time to time to ensure the smooth running of the organisation.

This job description cannot cover every issue or task that may arise and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

## Person Specification

Essential criteria	
1	Qualified Solicitor (holding a practising certificate) or Immigration Adviser (minimum Level 2 IAA) with at least 3 years' experience in Immigration and Asylum law.
2	Evidence of the ability to work flexibly, prioritise your work, meet competing deadlines and manage your workload independently in a demanding environment.
3	Proven ability and willingness to meet appropriate targets (quality and quantity) set by funders and the organisation.
4	Excellent written and verbal communication skills and the ability to communicate effectively with a wide range of people.
5	Ability to maintain a positive working and learning environment, and build successful and supportive relationships with staff, volunteers and other stakeholders.
6	Evidence of a commitment to challenging discrimination and promoting equality, diversity and inclusion.
7	Ability to analyse, interpret and present complex information, and excellent attention to detail.
8	Ability to assist with the development of the service and support other staff and volunteers in their growth and development.
9	Experience of line management, and/or training and developing new caseworkers and supervising their work.
10	Confident in using cloud based IT systems to carry out day to day duties (Google Workspace, Microsoft365, AdvicePro, etc)
11	In good professional standing with your professional body (Solicitors Regulation Authority/Immigration Advice Authority) and evidence of meeting high standards and competencies.

12	Evidence of continuous professional development and learning relevant to this post, and the ability to share knowledge with others.
<b>Desirable criteria</b>	
13	Understanding of and commitment to the aims and principles of the Citizens Advice service and Law Centres Network, and experience of delivering advice within a social welfare law setting.

## Benefits of working for Leeds Citizens Advice & Law Centre

Leeds Citizens Advice & Law Centre offers a competitive remuneration package with additional benefits that support a positive work-life balance:

- Flexible and hybrid working arrangements
- Defined contribution pension scheme
- Employee assistance programme with access to 24/7 telephone support
- Annual leave entitlement starting at 25 days p.a. (plus bank holidays)
- We are a Disability Confident Employer and a Mindful Employer
- Located in modern offices in the city centre, directly opposite the Combined Courts centre, with good transport links

## Our commitment to equality and diversity

Leeds Citizens Advice & Law Centre is committed to providing a supportive and inclusive culture for our employees, volunteers, service users and other stakeholders.

We recognise the positive value of diversity, promoting equality and fairness, and challenging discrimination. We value the benefits of having a diverse workforce and will take steps to recruit from the widest pool of qualified candidates practicable, ensuring that employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.

Leeds Citizens Advice & Law Centre is a Disability Confident Employer and a Mindful Employer and we are committed to showing a positive and enabling attitude to employees and job applicants with disabilities or mental health issues and our employee policies and benefits support that commitment.

