



☎ 07534336769

✉ [recruitment@centralenglandlc.org.uk](mailto:recruitment@centralenglandlc.org.uk)

📍 Coventry/Birmingham

## Dear Candidate

I am delighted that you are considering joining the Central England Law Centre team. This recruitment pack includes all the information you will need to make your application and also to provide you with some information about the Law Centre. You can also find more information about the work of the Law Centre on our website [www.centralenglandlc.org.uk](http://www.centralenglandlc.org.uk)

You will be joining us at an exciting time of our growth and development. We have recently implemented a new five-year strategy and this role will play an important part in this work. You will see in this pack that we have provided you with an infographic which explains our vision and the three different parts of our strategy: people, partnerships and policy.

Working at the Law Centre is a brilliant opportunity to not only use your skills and experience to provide legal advice to clients, but also gives you opportunities to develop skills in partnership working and policy work. Working at Central England Law Centre is immensely rewarding and you will work with a team of dedicated colleagues.

We provide training and support and a comprehensive induction programme to help you settle into your role. Our terms and conditions ensure that you have a good work life balance, with hybrid working for most roles, company sick pay after a qualifying period, enhanced maternity leave pay, excellent annual leave allowance and a flexible approach to staff working in general.

We value diversity and warmly encourage applications from disabled and LGBTQIA+ people, candidates who share lived experience with our clients, and people from black, asian, and minority communities. If you require any adjustments to assist you in making your application or at interview (if you are shortlisted) please let us know. We want to make sure that everyone has an equal opportunity to apply for our roles. We look forward to receiving your application. For more information please contact [recruitment@centralenglandlc.org.uk](mailto:recruitment@centralenglandlc.org.uk)

Best wishes

*Elayne Hill*

Chief Executive



**A fairer, more just society in which an understanding of rights and their power is embedded within communities.**

Central England Law Centre is the UK's largest Law Centre. Our size enables us to provide legal expertise across eight different areas of social welfare law including: discrimination; employment; health and social care; housing; immigration and asylum; public law; and welfare benefits. This means that we can offer services that can address all of the interconnected problems people face in their everyday lives.

Our services are rooted in the communities we serve and we are an organisation that uses its legal expertise to improve the lives of those who are often vulnerable and socially excluded due to poverty, illness or disability.

The Law Centre is a charity employing solicitors and advice workers. We currently employ 72 people across our two offices in Coventry and Birmingham. We receive funding from a variety of Foundations and Trust Funds and also from Coventry City Council for our work in Coventry. We hold a legal aid contract with the Legal Aid Agency in housing, community care, public law, family, welfare benefits (in the Upper Tribunal), immigration and asylum. We offer specialist advice, representation and advocacy and our aim is to use the law to seek change. We take on test cases that may well have an impact beyond the actual case fought. As well as our core advice and legal casework service we deliver a range of projects in partnership. We currently have projects for example with local universities, women's organisations, homeless charities, refugee support organisations and a GP surgery.

The Law Centre is a member of the national Law Centres Network. It is governed by a board of trustees, who are the Directors of Central England Law Centre - a company limited by guarantee. The Trustees meet monthly to monitor the Law Centre's work and give guidance on policy and direction. The Law Centre employs a chief executive officer (CEO), solicitors, caseworkers, admin and reception staff. Staff are organised into teams with a team head to lead and manage them. The CEO is responsible to the Trustees for the running of the Law Centre and advises them on policy issues. Each team covers one or two areas of law. Staff generally work in only one team but we recognise that many cases cross boundaries and staff therefore need to be able to work closely with other teams where their expertise are required. You can find out more about the Law Centre by looking at our website [www.centralenglandlc.org.uk](http://www.centralenglandlc.org.uk)

In 2022 the law centre refreshed its organisational strategy, developed with staff and trustees following the Covid-19 pandemic and cost-of-living crisis. Our rights in the community strategy sets out our vision of a fairer, more just society in which an understanding of rights and their power is embedded within communities.

The key driver for our approach and the biggest volume of our activity will always be our work with individuals to ensure more people are protected by their rights and to build their understanding of where they can use legal rights to protect themselves in the future.

## People

Supporting people's legal capabilities



Defending & enforcing rights of clients

We work alongside our strategic partners so that we can better understand the challenges and issues that local communities face. We share our legal expertise and in close partnerships with other community-focused services we help to place legal rights at the heart of their work and to activate a rights-based approach in their support.

## Partnership

Developing relationships & collaborative action



Enhancing work of front line organisations

We build alliances with organisations, pooling evidence of service gaps and patterns in clients' needs and using it as the basis of our activity and collaborative campaigns.

We take strategic action at a local, regional and national level to influence change in policy and legislation, ranging from strategic litigation, membership of local statutory steering groups, boards and advisory bodies through to the work of the Strategic Public Law Clinic, work on national campaigns and responding to calls for evidence.

## Policy

Evidence, research, continuous improvement



Strategic action & policy influence

**Job Title:** Law Clinic Supervisor, Birmingham City University

**Reports to:** Immigration & Asylum Team Head

**Salary:** Up to £37,875 (depending on level of qualification)

**Hours:** Full-time (37 hours per week)

**Location:** Birmingham (with some potential for hybrid working)

## About this role

Within CELC, the Immigration Team delivers specialist advice and representation and plays a key role in developing the next generation of social welfare lawyers. We partner with Birmingham City University (BCU) and the University of Warwick to run Student Advice Clinics, offering students high-quality, supervised legal experience while expanding access to free immigration advice for local communities.

We are now seeking an Immigration Law Clinic Supervisor to lead our clinic partnership with BCU. This is a unique opportunity to combine meaningful casework with the rewarding work of training and mentoring students. You will oversee the day-to-day running of the clinic, supervise students as they research and prepare advice for clients, and help deliver an excellent casework service to people who rely on us for support.

You will recruit, train, and manage BCU students on placement, create a positive and nurturing learning environment, and ensure that the clinic operates smoothly and to the high standards expected of CELC. Working closely with the wider Immigration Team, you will help students gain hands-on experience of real immigration problems while ensuring clients receive thorough, high-quality advice.

This is a fantastic opportunity to join a friendly, mission-driven organization and make a genuine difference to the lives of people in our communities who are most in need of support.

The successful candidate will be subject to a basic DBS check.

## Responsibilities

Working closely with Birmingham City University the Law Clinic Supervisor will:

- Recruit and select students for involvement in the clinic
- Undertaking inductions with new students, in line with the Law Centre's Clinic practices, including training on CELC systems and processes
- Develop and maintain student training manuals, policies, template letters, referral forms etc.
- Assess client cases prior to allocation to students
- Manage overall clinic calendar, allocating client cases to students
- Supervise all elements of student work, providing guidance to ensure accuracy and quality of research undertaken and advice provided
- Maintain accurate records of student inductions and supervisions
- Sign-off and submittance of applications
- Advise students to access other CELC teams for legal guidance where necessary e.g. family law, employment, housing etc.
- Create a positive and nurturing environment for students to learn practical casework skills
- Monitor and report performance of the clinic to CELC and Birmingham City University
- Work positively with the Law Centre's Clinic Lead and the other clinic leads in delivering the overall partnership and wider clinical legal education
- Ensure that the Clinic is run in line with the Team's priorities and the strategy and priorities of the Law Centre
- Undertake professional development to ensure legal expertise is current and up to date

The Law Clinic Supervisor will also:

- Demonstrate their commitment to the aims and principles of CELC
- Abide by policies and procedures as set out in the Office Manual and Staff Handbook
- Attend Immigration and all CELC team meetings and away days
- Contribute towards the effective daily running of CELC
- Undertake any other task reasonably required within the context of the post

### Essential

- A non-judgmental attitude and commitment to social justice and the aims of CELC
- One or more of the following professional qualifications: IAA registration at L2 or above, qualified solicitor, qualified barrister, senior caseworker accreditation with the Law Society Immigration and Asylum Accreditation Scheme.
- Experience in the delivery of legal support to clients
- Experience in supervising and developing others
- Excellent organizational skills with the ability to manage multiple tasks and provide realistic timescales for completion
- Ability to work sympathetically and effectively with a wide variety of individuals i.e. clients, students, and stakeholders
- Ability to work well with others, be polite under pressure and to work as part of a team
- Self-motivated - able to work independently and on own initiative
- Excellent oral and written communication skills
- An understanding of the importance of confidentiality
- Experience of using IT systems including Microsoft Word, Excel and Outlook

### Desirable

- Experience of designing delivery of training to individuals and groups
- Experience of working with students
- Experience of working with the public and in a busy and demanding environment
- Experience of using a case management system
- Experience of using Microsoft Teams and SharePoint

### To apply for the post you will need to provide

- An up-to-date CV which should include the names and emails of your referees
- A covering letter of no more than two sides of A4 which should include:
  - Please describe how your skills, qualities and experiences meet the requirements set out in the Job Description. Where possible, provide examples (which could be from a professional, voluntary or personal context) which demonstrate those skills, qualities and experiences
  - Explain how you have used, or how you would like to use, the law and community participation to bring about positive change in your community. Where possible please relate your answer to previous experience, which could be in paid or voluntary work

Please do not submit any additional papers. We will only consider the information in the CV and personal statement.

We really want you to give you an opportunity to demonstrate your abilities and skills. We therefore strongly suggest that you pay particular attention to the job description and person specification when completing your application.

We will confirm receipt of your application by email. We will then shortlist applications and successful applicants will be contacted by email and telephone and invited for interviews.

Please let us know of any arrangements we may need to make to enable you to attend for an interview. Our Coventry office is wheelchair accessible and has disabled toilet facilities, If you are attending an interview at our Birmingham office please let us know whether you need any assistance prior to coming to your interview.

The interview will last for approximately one hour. The interview panel usually consists of two people which would normally include the relevant team head. You may be asked to provide a short presentation or complete a written test. If this is the case you will be notified prior to your interview and provided with any further information. We will take up references only after interview. We require references from two people who will be able to comment on your suitability for the role. Usually, one should be your previous employer.

We monitor our selection process for compliance with our statement of commitment to equal opportunities. The first and last page of the application form is not available to those shortlisting and considered only after the appointment has taken place and then only for the purpose of ensuring that our selection process is fair.