**Vacancy Information Pack**

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| Job Title | **Immigration Adviser/Solicitor** |
| Full time |
| Salary**Competitive (Depending on experience)** | Responsible to**Senior Solicitor**  |

Deadline for applications: 8th December 2021 at 5pm

Interviews will take place during week commencing 13th December 2021.

**To start Early 2022**

**Information for candidates**

Please send your completed application form by email to:

**michael@nelawcentre.co.uk**

Please take care to read the full application pack and to answer the questions carefully. Only candidates who can demonstrate and evidence their commitment to social welfare law will be considered for this role.

This post involves working with vulnerable adults and requires an enhanced DBS check. You may also be subject to further vetting. References are required that are satisfactory to us and will be considered prior to confirming any appointment.

**Job Description**

**Main Purpose of Job:**

North East Law Centre (NELC) is urgently looking to recruit an experienced and enthusiastic Immigration Advisor/Solicitor to join our expanding team. A successful candidate must have IAAS/OISC Level 2/3 accreditation, good working knowledge of the UK asylum, immigration and nationality law; excellent verbal, drafting and interpersonal skills; high standard of client care; good organisational skills; ability to produce consistently high quality work as he/she will be expected to manage his/her own workload.

The candidate will be required to support all our funded projects that provide free one-off advice sessions to people on low income, as well as privately paying clients. They will also be required to provide training and workshops, as well as second tier advice to partner organisations and professional bodies.

**Essential Qualifications and Experience**

* Either a qualified solicitor or an OISC Level 3 accredited caseworker − Level 2 (senior caseworker) accreditation under the IAAS
* At least two years' experience (or part-time equivalent) of maintaining a caseload of complex asylum and immigration cases in line with OISC/IAAS and LAA regulatory requirements;
* Significant experience of providing immigration, asylum and nationality legal advice −
* Experience of appeals in the First Tier Tribunal and the Upper Tribunal, including working with counsel;
* Commitment to social justice and tackling inequality in the immigration system.

**Desirable Experience**

* Experience of advocacy in First-tier Tribunal (IAC) appeal hearings;
* Experience of pre-action protocol and relevant CPR applicable to judicial review work;
* Experience of providing legal advice and representation on Judicial Review and/or Court of Appeal applications (under solicitor supervision if appropriate);
* Experience of working in partnership with external organisations, including volunteers and/or pro bono lawyers
* The ability to design and deliver training courses and workshops on related legal issues for a varied range of participants.
* Experience and understanding of representing victims of trafficking within the National Referral Mechanism;

**Key Duties and Responsibilities**

Legal Casework

* Provide legal advice and representation to clients on asylum and immigration matters, including nationality matters.
* Demonstrate excellent standards of client care, taking account of the particular needs of vulnerable clients.
* Ensure that referrals are made to attempt to find additional, non-legal support for clients, where this is deemed appropriate and clients are open to such support.
* Where appropriate, apply for LAA Case Funding and ensure that all requirements of the Legal Aid Agency contract with regard to the conduct of publicly funded work are complied with;
* Ensure that legal aid and other income is maximised, and targets are achieved;
* Deal with referrals and other initial advice enquiries;
* Maintain client files and records in line with file management procedures;
* Analyse legal information from domestic and international case law and legislation;
* With guidance from the Senior Solicitor and senior casework staff, provide legal representation for clients at appeal, human rights and bail hearings.
* Participate in file reviews with other casework staff as required.
* Instruct counsel on cases as appropriate.
* Liaise with and refer clients to other legal representatives as appropriate.

Other duties:

* Keep abreast of relevant developments in asylum/immigration law and practice,
* Comply with professional standards and accreditation;
* Contribute to the development and implementation of NELC’s strategic plan;
* Use the evidence base generated to identify strategic challenges that can feed into wider policy, research and campaigning work.
* Ensure that any reporting and monitoring requirements agreed with funders regarding children representation and statelessness cases are met in full.
* Work with colleagues in contributing to and collating to data collection from casework.
* Assist, inspire and support colleagues in carrying out their duties;
* Attend and actively participate in legal team meetings;
* Attend and actively participate in internal and external meetings, events, and training sessions as appropriate;
* Play a full part in the development of NELC generally;
* Adhere in full to all NELC’s policies and procedures;
* Undertake any other related activities as required.

Throughout all aspects of the role:

* Respect for client confidentiality at all times in line with NELC’s confidentiality agreements and consent forms;
* Ensure accurate and timely record keeping of client data on the case management system and participate in gathering data when required for monitoring and evaluation in line with organisational KPIs;
* Attend staff training days, meetings and any departmental meetings when required;
* Attend forums and meetings with relevant external agencies to promote NELC, share information and keep knowledge up to date;
* Promote the aims, principles, policies, interests and wellbeing of NELC and to protect its integrity and reputation at all times;
* Support the organisation at special events and initiatives.

**Person Specification**

In addition to the essential criteria and desirable criteria above, the ideal candidate will meet the following criteria for the post:

**Knowledge**

1. Excellent working knowledge of the law and policy as it relates to immigration, asylum and nationality;

2. Understanding of the requirements of OISC/SRA/Lexcel and LAA in relation to the conduct of cases, file management and supervision;

4. Thorough understanding of LAA contract provisions in relation to controlled work and exceptional case funding and experience of using CCMS;

5. Good awareness of the welfare and support entitlements of asylum seekers in the UK; and 6. An understanding of the barriers migrants, refugees, and asylum seekers face regarding access to legal advice, reasons why they may become destitute and why this makes it more difficult to access advice and support.

**Abilities**

1. The ability to manage a high number of cases at any given time;

2. The ability to maintain a high level of client care

3. The ability to work co-operatively with colleagues;

4. The ability to work autonomously, prioritise workloads and meet deadlines;

5. The ability to analyse and assess detailed information, and to grasp complex issues rapidly; 6. The ability to work well with vulnerable clients;

7. The ability to deal empathetically and supportively with migrants, refugees, and asylum seekers;

8. The ability to communicate fluently and effectively in English, with a range of internal and external contacts;

9. The ability to be self-servicing in an office environment;

10. The ability to work outside normal office hours as required; and

11. The ability to travel in order to carry out the responsibilities of the post.

**Conditions of Employment**

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| **1. Location** | North East Law Centre is based in MEA House, Ellison Place, Newcastle upon Tyne NE1 8XS, but we work across the North East. The postholder will ideally be based in the North East, however, we welcome applications from candidates outside of the North East and are willing to explore options including remote working on an individual basis.  |
| **2. Hours** | The postholder will be contracted to work 37 hours per week. Office hours are 9:00 am - 5.00 pm Monday to Friday with an agreed lunch hour.  |
| **3. Holidays** | The holiday entitlement is 25 days per year plus bank holidays.  |
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| **4. Maternity /** **Paternity** | Details of maternity/paternity leave, and other family friendly policies are available on request. |
| **5. Sick Pay** | Details of sick pay arrangements are available on request. |
| **6. Expenses** | Travel expenses are paid for necessary work-related journeys.  |
| **7. Notice** | Statutory notice periods apply. |

**About North East Law Centre**

North East Law Centre was established in 1978 with a team of five staff to provide an independent legal resource for local individuals and communities. At present, our main areas of specialism are immigration, asylum, Family, Welfare Benefits, Education, Employment law. We are celebrating our 40 years of providing legal advice in the community this year.

The Law Centre’s funding comes from a range of sources including grants from Newcastle City Council, the Police and Crime Commissioner and from charitable trusts and foundations. We have recently been awarded a legal aid contract to deliver Family, Immigration and asylum, and public law (subject to successful verification).

The Law Centre was established to promote access to legal justice and promote social justice and serve the needs of oppressed groups and those whose access to the legal system is restricted. We seek to continue to achieve this by employing a variety of methods of work, including individual casework, advice work and training.

The Law Centre’s objective is to complement the traditional legal system and, within its priority areas of work (mainly social welfare law), concentrate on those areas that are not significantly covered by local advice agencies or private solicitors.

The priority areas of work of the Law Centre reflect the needs of the users, and our policy to work against discrimination. These priorities are set by the Board of Trustees and are regularly reviewed. Staff members take up cases and carry out other work in accordance with those priorities.

The Law Centre has a commitment to directing staff time to activities such as supporting other advice agencies (whether by training or back-up work for users); to provide information and publicity about rights in an accessible form; working with community groups and taking up legal issues that have an effect on members of those groups; working closely with other local advice agencies, statutory bodies, campaigning groups etc.

If you have any questions or require clarification on any aspect of the information provided, please address your query to Michael Fawole via email: recruitment@nelawcentre.co.uk

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| **NORTH EAST LAW CENTRE** |

***The Law Centre is committed to promoting equal opportunities***

***Information on this front page will not be seen by the recruitment panel when short listing***

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|  | **APPLICATION FORM** | **[Please use F11 Key to move between fields]** |

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| Name |       |
| Address |       |
| Tel. no |       | Mobile no |       |
| Email |  |
| How did you find out about this post? |       |

**Referees**

***Please provide the name, address and telephone number of two referees, one of whom should be your current or most recent employer, if possible. Please state the capacity in which you are known by each referee. References from family and friends and open references are not acceptable. Please let us know if you do not want us to contact your current employer.***

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| **Referee 1:** |
| Name |       |
| Address |       |
| Tel. No. |       | Email: |  |
| Relationship to you |       |
| **Referee 2:** |
| Name |       |
| Address |       |
| Tel. No. |       | Email: |  |
| Relationship to you |       |
| **Period of notice:** If successful how much notice do you need to give in your current post? |       |
| If you were employed by Newcastle Law Centre, would you be employed/self-employed in any other capacity? |       |
| If yes, please give details |       |
| Please give details of any spent or unspent convictions (this post is exempt from the Rehabilitation of Offenders Act due to the nature of the work involved) |       |
| If yes, please give details |       |

***Please note: Canvassing of members of the Law Centre Management Committee either directly or indirectly for the appointment is prohibited and shall, if the appointing committee so declare, disqualify the candidate for the appointment. The withholding, falsification or omitting of relevant information by a successful candidate are grounds for disciplinary action being taken by the Law Centre Management Committee.***

To the best of my knowledge and belief, the particulars given on this form are correct and complete.

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| Signature |       | Date |       |

**Employment History**

***Please refer to the background information and job description carefully. If you need more space, please use the reverse of the pages or additional sheets. Please note that assessment of candidates will be made on the basis of answers to the questions on the application form, and no account will be taken of CV’s.***

**Please list below your work over the last 5 years (paid and unpaid):**

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| **Job 1: paid/unpaid** |
| From |       | To |       | Job title |       |
| Name & address of employer |       |
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| **Job 2: paid/unpaid** |
| From |       | To |       | Job title |       |
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| Reason for leaving |       |
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| **Job 3: paid/unpaid** |
| From |       | To |       | Job title |       |
| Name & address of employer |       |
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| Reason for leaving |       |
| Description of duties |       |
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**Training history**

**Please give details of any relevant training you have undertaken, including any relevant short courses**

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| **Training** | **Dates** |
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**Further/Higher Education & Qualifications**

**Please list any relevant academic, professional or vocational qualification**

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| **Course**  | **Qualification** | **Date** |
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**Supplementary information**

*Please provide information about your skills, knowledge, experience and expertise, which demonstrates clearly how you meet the requirements of the person specification for this post giving casework examples where possible. You may continue on additional sheets if necessary.*