



## JOB DESCRIPTION

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<b>Title of Post:</b>	<b>MiCLU Breaking the Chains</b> Solicitor/Senior Caseworker IAAS Level 2 Accredited
<b>Hours:</b>	35 per week
<b>Salary:</b>	£33,458 - £37,650 depending on knowledge, qualification, & experience + 2% Auto Enrolled Pension
<b>Reports to:</b>	<b>MiCLU Supervising Solicitor</b>
<b>Functional links:</b>	The MiCLU team, Board of Directors & Trustees, The Co-Directors – Funding & Business Development, Head of Legal Practice, Funders, Policy and Decision Makers, Staff of Islington Law Centre, Partner Organisations, The Law Centres Network and other Law Centres, Islington Council, and the wider Not for Profit Legal Advice Sector.
<b>Context of the job</b>	Islington Law Centre is a large urban Law Centre based in the London Borough of Islington. This post is primarily a project management and service delivery role with responsibility for developing the <b>Breaking the Chains</b> project and ensuring quality casework is undertaken in the best interests of the client, compliance with the Law Centre Lexcel Quality Standard, other systems, policies and procedures.

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### Objectives of the post

1. To work closely with the wider MiCLU staff team to provide strong leadership and management for the **Breaking the Chains** project. To develop an efficient, sustainable, high profile project and to both improve and build on what is currently being provided.
  2. To form links with key relevant organisations in the legal, advice and voluntary sector at a London/Regional/National level. Exchanging information and best practice, and developing joint initiatives.
  3. To provide a high quality legal advice and representation service for individual children and young people referred in to the project by the Shpresa Programme.
  4. To gain an understanding of the client base of MiCLU in terms of research and client need.
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## Main Responsibilities

### 1. *Project Management*

- 1.1 To hold joint responsibility for the day-to-day management of the **Breaking the Chains** project, participating in MiCLU Team Meetings, ensuring the proper reporting on the projects development is disseminated to all relevant parties.
- 1.2 To hold primary responsibility for the following areas:
  - Keeping abreast of issues affecting Albanian asylum seeking children and young people, particularly those that have the potential of a legal remedy
  - Establishing and maintaining effective working relationships with staff, volunteers, and service users at the Shpresa Programme, providing advice and representation as appropriate
  - Agree a project plan to include priority areas of work with the wider MiCLU team, and to include income generating targets both in legal aid income and/or charitable funding to ensure the sustainability of the project by the end of 2.5 years.
  - Stakeholder engagement
  - Project communication
  - Data collection with a view to establishing an evidence base contributing to MiCLU's policy and advocacy work, and to demonstrate the impact of the work and progress against key objectives

### 2. *Casework*

- 2.1 To provide high quality advice and representation for individual children and young people referred by the Shpresa Programme
- 2.2 To create a culture of client care in terms of service delivery in line with a quality service
- 2.3 To undertake outreach work with Shpresa providing advice and training external to Islington Law Centre
- 2.4 Conduct and co-ordinate Immigration Public Law litigation on behalf of organisations and/or individuals when identified as necessary in the best interest of the client, and where such action is in furthering the protection of the rights of children and young people
- 2.5 To work closely with the Shpresa Programme Youth Worker, offering assistance to the Shpresa Programme, MiCLU and other partners in identifying matters of concern in relation to

legal issues affecting Albanian children and young people, and where possible advise on appropriate legal remedies and strategies to improve such matters

### **3. Compliance & Regulation**

- 3.1 To maintain a Practising Certificate in your own name (if relevant) and any other accreditation relevant to the role.
- 3.2 To hold a Disclosure & Barring Service (DBS) certificate at enhanced level (working with children) - the Law Centre can arrange this for the successful candidate, but employment is contingent on a clear certificate being obtained.
- 3.3 To ensure the Law Centre central HR systems are up to date in terms of certificates and accreditation details.
- 3.4 To ensure compliance with the Solicitors Regulation Authority requirements. This includes maintaining a Personal Competence record of all personal objectives in terms of training and development needs and any courses or training undertaken to evidence compliance.

### **4. Operational Management & Performance**

- 4.1 To ensure Legal Aid income is maximised.
- 4.2 To organise and ensure cases are progressed in a timely way, reported and closed to ensure regular cash flow.
- 4.3 To ensure all activity is entered onto the Law Centre case management system to enable accurate reporting and to maximise income.

### **5. Data Protection**

- 5.1 To ensure adherence to Islington Law Centres Data Protection Policy and Procedures.

### **6. Other**

- 6.1 To attend and participate in MiCLU and Law Centre meetings as requested.
- 6.2 To attend other ad hoc meetings when necessary
- 6.3 To assist with the organisation of and participation in the Law Centres seminars and training events. To participate in other committees as required.
- 6.4 To attend out of hours meetings when necessary



- 6.5 To undertake other tasks as directed relevant to the post
- 6.6 To carry out the functions of the post with proper regard to ILC's Equal Opportunities Policy.
- 6.7 To always act in an ethical manner that upholds the good reputation of MiCLU and Islington Law Centre.