



JOB DESCRIPTION

Post: Specialist Children & Young Person's Immigration Solicitor/Senior Caseworker

Full time: 35 hours per week

Starting Salary: £37,000 - £41,000 depending on knowledge, qualification and experience
+ 2% Auto Enrolled Pension

MiCLU is a specialist legal and policy hub for children and young people within the immigration and asylum systems in the UK. All our work is informed by the voices, needs and experiences of those children and young people with lived experience of the asylum and immigration system and agencies, including user led groups, working with and for those children and young people. We provide direct legal representation to children and young people in immigration and asylum matters using a child-centred and trauma-informed approach. Our casework feeds into policy advocacy and legal education work promoting the rights and needs of migrant children and young people, and to strategic litigation challenging systemic issues affecting them.

MiCLU and the Islington Law Centre asylum and immigration team have been awarded a Category 1 independent Peer review from the Legal Aid Agency and we have considerable experience across the range of immigration work and with experience of running cases at all levels of the Tribunal and Courts.

This is an exciting opportunity for a solicitor/senior caseworker to join a dynamic and supportive team and to develop our practice in immigration and asylum work. The role will focus on the rights of children and young people, and will encompass both asylum and immigration work, with an early focus on asylum casework. You will also be required to undertake other immigration casework and policy advocacy depending on the needs of the team. This role is intended to be predominantly casework focused, with at least 80% of the post-holder's time spent in delivering casework/legal representation for individual clients. However the post-holder will have the opportunity and will be expected to participate in policy work, project delivery, training, and other aspects of MiCLU's work.

1. Casework

The post holder will:

- Provide high quality advice and representation for clients. This will be delivered in line with MiCLU's child and young person-centred and trauma-informed approach.
- Conduct and co-ordinate immigration/asylum/public law casework and litigation on behalf of clients under the Legal Aid scheme.

- Ensure that funding for casework is maximised in order to prioritise the needs of our client group. This will include understanding the limitations of Legal Aid funding in this regard and ensuring that grant funding is obtained where necessary to provide a high quality service that promotes the best outcomes for children and young people.
- Conduct legal research where necessary.
- Record all work undertaken and carry out billing, ensuring all income is accounted for on each case.
- The post holder will be expected to carry out their casework with a high degree of professionalism, and to conduct their work in such a way as to meet relevant external standards (e.g. Law Society, Solicitors Regulation Authority, OISC and Lexcel). They will also be expected to meet the Law Centre's performance targets in relation to time recording and billing.

2. Training

The post holder will share responsibility with the other members of the MiCLU team in regard to training both internally and externally. The Law Centre has a positive attitude to training and the development of skills in immigration both internally and externally. MiCLU is committed to delivering training with children and young people who are experts by experience and this is a central aspect of all training delivered. This will include:

- Attending and contributing to relevant meetings including with young people and partner agencies forming part of MiCLU's project teams
- Preparing and delivering training, including the creation of child-friendly materials
- Supporting children and young people to participate in the delivery of training

3. General

The post holder will:

- Contribute to the fulfilment of any reporting requirements to funders, the LAA, Law Centre and others.
- Participate in the delivery of services for our young people that are outside of normal working hours including:
 - Drop-in advice surgeries – some evenings
 - Delivery of services at youth sessions - occasional weekends
- Establish and maintain effective working relationships with staff, volunteers, and project partners.
- Undertake general administration.
- Represent the ILC externally as necessary.
- Undertake other tasks appropriate to the role as necessary.
- Attend staff, MiCLU and ILC Management Committee meetings, when necessary.

4. ADMINISTRATION

The post holder will:

- Record their own work and participate in the evaluation and review of the work undertaken by MiCLU, including external evaluation and evaluation by users of our services.
- Participate in the procedures developed in response to Lexcel requirements.
- The post holder will also be required to carry out a share of administrative tasks whether related to individual casework or non-casework; to carry out their own typing and word-processing use and participate in the development of the use of the computers for tasks e.g. legal precedents, information retrieval systems, client records system etc.

5. TEAM WORK, DECISION MAKING AND MANAGEMENT

- The post holder will be expected to attend MiCLU meetings and participate in consultation and decision making. They will carry out their duties in accordance with Islington Law Centre's policies.
- All Centre workers who are solicitors have a responsibility to support casework supervision of non-legally qualified staff, and comply with the Solicitors Accounts rules in accordance with the professional practice rules for solicitors.

This job description is not exhaustive and as such, the post-holder will need to be flexible, and to carry out all reasonable requests.