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## Supervising Solicitor/Caseworker with the Kids in Need of Defense UK Project based at the Migrant and Refugee Children’s Legal Unit (MiCLU), at Islington Law Centre

## Job Description

**Responsible to:** Legal Practice Lead, MiCLU, Islington Law Centre

**Salary:** £24,000 to £26,400 pa for 3 days per week (21 hrs) Equivalent to £40,000 to £44,000 pa FTE.

29 days annual leave plus bank holidays (pro rata)

**Main responsibilities and activities**

The main duties are set out below but this is a developing project and the activities and responsibilities may evolve as it develops. The post holder will work closely with the MiCLU project staff group and wider Islington Law Centre lawyers.

***Legal Casework and Supervision***

* Processing referrals into the project and undertaking an initial analysis of the work needed in each case before passing referrals on to the pro bono teams in partner firms.
* Taking steps to ensure that all advice, submissions and other legal work undertaken by pro bono lawyers in partner firms is undertaken to a sufficiently high level of accuracy and quality.
* Attending client interviews with pro bono lawyers and then providing ongoing supervisory support, including via telephone and email and by the development of template materials.
* Conducting and co-ordinating immigration/asylum/public law casework and litigation on behalf of organisations and individuals.
* Conducting legal research where necessary or supervising Law Centre volunteers or pro bono lawyers undertaking such work.
* Providing onward referral to other solicitors and services as appropriate.
* Maintaining standards of professional service in line with MiCLU’s standards and procedures documents and complying with all policies of MiCLU and ILC.
* Promoting and embedding MiCLU’s child-centred practice in the representation of children and young people.
* Recording all work undertaken and carrying out billing, ensuring all income is accounted for on each case in accordance with the requirements of the Kids in Need of Defense UK funders.
* 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. S/he will also be expected to meet the Law Centre’s performance targets in relation to time recording.
* Complying with accreditation and professional standards.

***Training and Development***

Working in partnership with the other Supervising solicitors/lawyers to:

* Develop and deliver legal and practical training to pro bono lawyers recruited to the project.
* Maintain, and revise where necessary, training notes, advocates manual, procedures, policies, referral forms, letters of authority, pro forma attendance notes, template letters, etc.

***Partnership and Stakeholder Management***

* Working within the values, aims and objectives and in furtherance of work plans agreed by the KIND UK’s Steering Group.
* Active involvement with KIND UK’s National Co-ordinator to manage and collaborate on the progress and development of the project.
* Co-ordinating and overseeing the delivery of project casework. This will include monitoring the working methods of the project and trouble-shooting problems.
* Initiating, developing and maintaining positive relationships with partner firms, and referral organisations.
* Regular feedback to pro bono coordinators on progress, including visits to partner firms to meet coordinators and volunteers.
* Ongoing monitoring and evaluation of the project, including outcomes and impact for clients, and reporting to National Co-ordinator and the partner firms and corporations.

***Delivering Strategic Change***

* Seeking out opportunities for strategic litigation on issues of children and young people's rights which will feed into MiCLU's and KIND UK’s wider policy advocacy work to effect positive change and promote the rights of children and young people.
* Raising awareness of the project and building referral streams, including involvement in publicity events and workshops to promote the project.
* Supporting the development of a pro bono culture within partner law firms.
* Supporting partner firms to use their own advocacy opportunities to advocate for positive change for migrant children.

***Promoting Kids in Need of Defense UK in collaboration with the Law Centres***

* Proactively contributing to policy and research work through observations made and cases seen through the project and its working methods.
* Attending regular meetings with other supervising solicitors/lawyers and the National co-ordinators.
* Attending quarterly Steering Group meetings.