

JOB DESCRIPTION

Title of Post:	Immigration Solicitor
Hours:	35 per week
Salary:	£42,400 to £46,700 depending on experience + Auto-enrolment Pension
Reports to:	Director

Objectives of the post

- To provide a high-quality immigration legal advice and representation service for children and young people seeking asylum in the UK.
 - To drive a strategic approach to legal issues arising from MiCLU's work, up to and including litigation.
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Main Responsibilities

1 Casework

- 1.1 To provide a high quality advice and representation service in immigration and related fields for individual clients, predominantly from Albania.
- 1.2 To undertake casework and litigation in a child-centred and trauma-informed manner.
- 1.3 To meet casework and income targets set by the Law Centre via the Breaking the Chains project.
- 1.2 To create a culture of client care in terms of service delivery in line with a quality service.
- 1.3 To engage with, consult, and be informed by children and young people with lived experience of the asylum system.

2. Compliance & Regulation

- 2.1 To maintain a Practising Certificate in your own name and any other accreditation relevant to the role.
- 2.2 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.

2.3 To undertake file reviews to comply with Legal Aid contractual requirements.

3. Operational Management & Performance

3.1 To ensure that work incorporates the views and expertise of children and young people with lived experience of the UK's immigration and asylum systems.

3.2 To ensure Legal Aid income is maximised.

3.3 To meet annual billing and other targets as required.

3.4 To supervise and support the development of junior staff within the department.

3.5 To organise and ensure cases are progressed in a timely way, reported and closed to ensure regular cash flow.

3.6 To ensure all activity is entered onto the Law Centre case management system to enable accurate reporting and to maximise income.

3.7 To comply with all Lexcel requirements as set out in the office manual.

4. Data Protection

4.1 To ensure adherence to Islington Law Centre's Data Protection Policy and Procedures.

5. Other

5.1 To attend and participate in Law Centre team and other meetings as requested.

5.2 To attend wider sector-based strategy meetings as required.

5.3 To attend meetings out of hours when necessary.

5.4 To assist with the design and organisation of and participation in the Law Centre's seminars and training events.

5.5 To undertake other tasks, as directed, relevant to the post.

5.6 To carry out the functions of the post with proper regard to ILC's Equality and Diversity Policy.

5.7 To always act in an ethical manner that upholds the good reputation of Islington Law Centre.

Immigration and Asylum Solicitor Person Specification

Essential:

- At least 3 years Post Qualification Experience (PQE) solicitor holding the Law Society's Immigration and Asylum Accreditation (IAAS) at Senior Caseworker or Supervising Senior Caseworker level.
- Good knowledge of domestic and international human rights and EU law and their application in practice, including judicial review.
- Awareness of immigration processes and government policy in relation to immigration and asylum issues.
- Demonstrable experience of running legal aid cases at Legal Help and CLR level and under the certificated scheme including experience of CCMS.
- To have a demonstrable track record of income generation through legal aid and costs recovery and the ability to sustain the post through legal aid and costs income.
- Ability to manage a complex legal aid caseload and to meet billing targets.
- Evidenced commitment to the enforceable rights of migrants, including asylum seekers.
- Ability to communicate clearly and effectively with clients, including children and young people who may be traumatised or distressed.
- Ability to work effectively as a part of a team, while being able to work independently and show initiative under pressure.
- Commitment to the promotion of equality.
- Commitment to working with third-sector partners to achieve the outcomes of the project.

Desirable:

- Ability to deliver training to legal and non-legal practitioners.
- Experience of leading on litigation work.
- Experience of participating in sector-wide strategic work.
- Experience of working with children and young people.