

## Vacancies: Paralegals/ Caseworkers

We are looking to take on up to four immigration paralegals/caseworkers to join the fee earning team at Luqmani Thompson.

This offer is for a fixed 12-month contract and is subject to a 3-month probationary period. The role is office based.

We offer a competitive salary (£23,000 – to £26,068 per annum, depending on experience, and whether accredited under the Law society Immigration and Asylum Scheme) and 5 weeks' holiday.

This role allows for the possibility of progression, subject to excellent performance, including support towards qualifying as a Senior Caseworker under the [The Law Society's Immigration and Asylum accreditation scheme](#) for those not already accredited, as well as qualification as a solicitor through the apprenticeship scheme. The period of time as a caseworker can count towards the required two years Qualifying Work Experience under the SQE route to qualification.

Applicants should submit a completed application form and forward them to [recruitment@luqmanithompson.com](#) by no later than 11:59pm on **5<sup>th</sup> April 2024**.

**Interviews are to be conducted 18<sup>th</sup> and 19<sup>th</sup> April 2024. The start date is flexible.**

## About us

Since 1998, Luqmani Thompson has been at the forefront of developments in human rights, immigration and public law in the UK. We have firmly established ourselves as one of the leading firms providing legal services in this area, winning awards, being recognised by the leading legal directories, and now ranked by The Times two years in a row for being within the top law firms in the UK!

Based in Wood Green in north London with good transport links, our work covers the full range of immigration, asylum and nationality law including EUSS schemes, business and personal migration, and protection and human rights. We represent clients with routine immigration applications as well as contentious litigation, including appeal work and judicial review.

Our public law work covers challenges including to certification, negative trafficking decisions, NASS issues, age assessments, policy challenges and unlawful detention.

Although niche, commentators often describe us as punching above our weight.

## Why work with us

Aside from the exciting work and teaming up with some pretty awesome lawyers, we provide a safe and nurturing work environment offering tailored supervision and support,

with training and development opportunities for everyone, whatever their role within the firm.

With solid case management, compliance systems in place, our lawyers can concentrate on delivering their client focused legal work to a high standard. The team is further supported by external services, including a 24/7 receptionist and enquiry service, and by leading legal IT specialists and accounts providers.

After a recent rebrand, and as we move to a new LLP status with growth in our leadership, we are seeking to substantively increase our team. This is an exciting time to be joining and pursuing your legal career.

## The roles

### PERSON SPECIFICATION

#### **Essential:**

- Demonstrable interest in and commitment to the type of work undertaken by the firm
- Exceptional organisational skills
- Excellent time management and the ability to work to tight deadlines
- Ability to work collaboratively as part of a team
- Strong verbal and written communication skills
- Ability to conduct legal and other research and draft documents
- Active listening skills and the ability to build trust with clients
- IT skills

#### **Desirable:**

- Accreditation as a Senior Caseworker under the Law Society Immigration and Asylum Accreditation Scheme.
- A [degree or equivalent](#), as set out by the SRA

### ROLE SPECIFICATION

Caseworkers will be given casework support tasks and be allocated a supervisor who will oversee their work and development, and with whom they will have regular one-to-one meetings.

Work will include:

1. Advising and representing clients
2. Researching
3. Drafting
4. Basic accounting procedures
5. Training and development, including participation in training and development of other members of the firm
6. Attending fee earners and other staff meetings
7. Ensuring compliance with office policies and procedures, as set out in internal handbook

8. Ensuring compliance with requirements of Legal Aid Agency, and office procedure in relation to these requirements
9. Providing support to facilitate the effective running of the office, including some administration (typing, copying, scanning and shredding), and covering paralegal tasks when that position is not filled
10. Involvement in networking events and marketing initiatives which support the practice
11. Maintaining knowledge of and compliance with the SRA Standards and regulations
12. Maintaining suitable accreditation(s) and undertaking DBS checks as needed to enable them to carry out their role