

JOB TITLE:	Immigration Supervisor
LOCATION:	Asylum Aid Office (London) (remote/other location neg.)
RESPONSIBLE TO:	Legal Services Manager
CONTRACT:	Permanent, full time (37.5 hours)
SALARY:	£38,000 p.a.
BENEFITS:	27 days holiday plus 4% matched pension contribution
START DATE:	Immediately subject to references

BACKGROUND

Asylum Aid, (previously merged with Migrants Resource Centre under Consonant) is, and has long been, a leader in the Immigration and NGO sector: providing high-level legal support to ensure the protection of vulnerable refugees, asylum seekers and migrants. Now, in its 30th year of providing high quality legal and welfare support - their services are needed more than ever.

The Helen Bamber Foundation is a pioneering Human Rights charity supporting refugees and asylum seekers who are the survivors of trafficking and torture, including gender-based and 'honour-based' violence. Recognising the complexity of each client's suffering and needs, the Foundation offers specialist services within a Model of Integrated Care encompassing: therapy; medical advice; legal protection; counter-trafficking support; housing & welfare advice; and community and integration.

The Helen Bamber Foundation and Asylum Aid are proud to announce that from August 2020, we are combining our efforts to support the vulnerable asylum seekers and refugees who need us the most. Going forward we will operate as two separate entities joined under a group structure, known as the Helen Bamber Foundation Group.

ABOUT THE ROLE

The ideal candidate will be a qualified solicitor or Immigration caseworker with IAAS Level 2 and supervisory accreditation and have significant experience in publicly funded immigration work under a Legal Aid Agency Contract.

As the Immigration Supervisor, you will be responsible for managing a growing team and conduct of a mostly Legal Aid funded caseload, delivering high quality legal services on the full range of immigration

Asylum Aid is part of the Helen Bamber Foundation

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the OISC (no N200100125).
Registered office: Derry House, 20 Penfold Street, London, NW8 8HJ



and welfare issues that affect migrants, refugees, and asylum seekers. Experience of running judicial review cases and working with victims of trafficking is highly desirable.

There will be scope within the role to contribute strategically to work relating to the treatment of migrants, refugees and asylum seekers both in terms of access to and quality of available legal representation, and Home Office decision making.

The legal team at Asylum Aid is growing and this is a good opportunity for a self-starter to influence the growth and development of the team and contribute to the wider strategic input of Asylum Aid.

As is the nature of this sector, the role will be exposed to a high volume of traumatic and distressing material and, whilst they will be supported by the Legal Services Manager and surrounding team, they should also be able to demonstrate knowledge of good self-care principles in an intense work environment and dissemination of those principles to junior members of the team.

Equal Opportunities

The Foundation and Asylum Aid is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. We particularly welcome applications from those with BAME backgrounds.

Essential Experience

- Two years' experience as a supervisor under the IAAS scheme;
- At least four years' experience of maintaining a caseload of complex asylum, immigration and human rights cases in line with OISC/IAAS and LAA regulatory requirements;
- Experience of undertaking publicly funded work;
- Experience in handling appeals in the First Tier Tribunal and the Upper Tribunal;
- Experience in achieving billing targets; and
- Demonstratable experience of managing a successful team.

Desirable Experience

- Experience of providing legal advice and representation on Judicial Review and/or Court of Appeal applications;
- Experience and understanding of representing victims of trafficking within the NRM Procedure;
- Experience providing legal advice and representation to UASC;
- Supervisor accreditation under the Immigration and Asylum Accreditation Scheme;
- Experience of working in a service delivery partnership with other organisations;
- Experience of advocacy in Asylum and Immigration Tribunal appeal hearings;
- The ability to design and deliver training courses and workshops on related legal issues for a varied range of participants;

Key Duties and Responsibilities

Legal Casework and Supervision

- Manage and develop growth within the team;

- Contribute to the development and implementation of Asylum Aid's legal strategy;
- Comply with professional standards and accreditation;
- Work closely with the Public Law team to drive challenges through strategic litigation;
- Provide legal advice and representation to clients on asylum and immigration matters;
- Where appropriate, apply for LAA Case Funding;
- Carry out country information research and research case-related legal issues;
- Ensure that legal aid and other income is maximised, and targets are achieved;
- Deal with referrals and other initial advice enquiries;
- Maintain client files and records in line with file management procedures;
- Analyse legal information from domestic and international case law and legislation;
- Provide technical supervision to other staff where necessary;

Other duties:

- Recruit and supervise volunteers where necessary;
- Keep abreast of relevant developments in asylum/immigration law and practice;
- Ensure that any reporting and monitoring requirements are met in full;
- Use the evidence base generated to identify strategic challenges that can feed into wider policy, research and campaigning work.
- Assist, inspire and support colleagues in carrying out their duties;
- Attend and actively participate in legal team meetings;
- Attend and actively participate in internal and external meetings, events, and training sessions as appropriate;
- Play a full part in the development of Asylum Aid generally;
- Adhere in full to all Asylum Aid's policies and procedures;
- Undertake any other related activities as required.

Person Specification

In addition to the essential criteria and desirable criteria above, the ideal candidate will meet the following criteria for the post:

Knowledge

1. Excellent working knowledge of the law and policy as it relates to immigration and asylum;
2. Understands the requirements of OISC/SRA/Lexcel and LAA in relation to the conduct of cases, file management and supervision;
3. Thorough understanding of LAA contract provisions in relation to controlled work and exceptional case funding;
4. Experience of CCMS;
5. Good awareness of the welfare and support entitlements of asylum seekers in the UK; and
6. An understanding of the barriers migrants, refugees, and asylum seekers face regarding access to

legal advice, reasons why they may become destitute and why this makes it more difficult to access advice and support.

Abilities

1. The ability to manage a high number of cases at any given time;
2. The ability to maintain a high level of client care;
3. The ability to work co-operatively with colleagues;
4. The ability to work autonomously, prioritise workloads and meet deadlines;
5. The ability to analyse and assess detailed information, and to grasp complex issues rapidly;
6. The ability to communicate effectively with people from a wide range of backgrounds;
7. The ability to deal empathetically and supportively with migrants, refugees, and asylum seekers;
8. The ability to communicate fluently and effectively in English, with a range of internal and external contacts;
9. The ability to be self-servicing in an office environment;
10. The ability to work outside normal office hours as required; and
11. The ability to travel in order to carry out the responsibilities of the post.

Throughout all aspects of the role

- Respect for client confidentiality at all times in line with Asylum Aid's confidentiality agreements and consent forms;
- Ensure accurate and timely record keeping of client data on the case management system and participate in gathering data when required for monitoring and evaluation in line with organisational KPIs;
- Attend staff training days, meetings and any departmental meetings when required;
- Attend forums and meetings with relevant external agencies to promote Asylum Aid, share information and keep knowledge up to date;
- Promote of the aims, principles, policies, interests and wellbeing of Asylum and to protect its integrity and reputation at all time;
- Support the organisation at special events and initiatives.

Please note that the successful candidate will be offered the job subject to suitable references and a DBS check.

This role will require disclosure of both the adult and child barring lists.

If appointed you will be required to give your consent to Asylum Aid to receive regular updates on your criminal records status throughout your employment.

Please submit an up to date CV and a covering letter by **5pm on Monday 12th October 2020** by outlining your relevant skills and experience, as well as how your previous experience that matches the listed responsibilities and person specification to jobs@helenbamber.org. Please state in your covering letter when you would be available to start the role. In setting the salary regard has been had to average sector pay and the NCJ payscales.

Interviews are scheduled to be held during the week commencing **Monday 19th October 2020** will be conducted via Zoom. For any queries, please call 0203 058 2020 and ask to speak to Kat Hacker at kat@helenbamber.org.

We regret that we can only respond to applicants who make it to the interview stage.

No agencies.