

# Senior Immigration Advisor/Solicitor

## Employment Information

**Job Title:** Senior Immigration Advisor/Solicitor

**Responsible to:** Supervisor

**Responsible for:** Trainee caseworkers and paralegals

**Deadline:** Friday, 07 January 2022 at 11:59 PM

**Hours:** Full-time (possibility of part-time)

**Location:** Primarily remote-working (may require occasional travel)

**Salary:** Minimum £36,000 per annum, maximum depending on experience

**Holiday Entitlement:** 25 days per annum (plus statutory holidays), with 1 additional day per annum for every completed year of service up to a maximum of 5 additional days

**Application Process:** Send a cover letter and maximum two page CV to [recruitment@seraphus.co.uk](mailto:recruitment@seraphus.co.uk)

## Job Description

### About the Role

As Senior Immigration Advisor/Solicitor, you will be expected to deliver specialist advice to a range of clients from a variety of referring organisations. You will need to be able to step immediately into the role with the necessary confidence, skills and knowledge to deliver these services. You will be encouraged to contribute to business development, supporting our community work, as well as developing management skills through supervising junior members of staff or overseeing our projects with charitable partners.

This role requires a high level of responsibility, confidentiality, independence, and creativity. As a remote working role it also requires a high level of trust and self-motivation.

### About the Firm

Seraphus is a law firm specialising in EU and UK immigration law. Our client base and the services we deliver are unique, complex, and exciting. We support the most vulnerable in society with the provision of immigration advice through a range of contracts and partnerships with the not-for-profit/charitable sector. This gives us the opportunity to support those that need expert advice without the complexities of holding a Legal Aid contract. This includes the provision bespoke pro-bono advice where we have capacity to do so.

As a law firm, we also accept legal advice, representation, policy and lobbying services from individuals and businesses on a fee paying basis. We are also committed to improving the accessibility of legal advice through a range of online services via our partnership with the [www.freemovement.org.uk](http://www.freemovement.org.uk) website.

Finally, we are contracted by the Delegation of the European Union to the United Kingdom to provide a range of services to the Delegation, the European Embassies, the European Commission, other government departments, and stakeholders, on Brexit and the UK immigration law impacting EU citizens now and in the future.

The successful candidate will deliver a range of complex casework from our work with the not-for-profit/charitable sector, but will also be interested in/help support the delivery of casework from our other projects.

This is an exciting opportunity for two exceptional individuals with proven experience to provide advice and assistance to the most vulnerable in society. As such the successful candidates will be required to have an enhanced DBS check. This role will suit a person looking to develop supervision and project management skills through the continued development of our projects.

## Key Duties and Responsibilities

- Provide one-to-one specialist advice in areas of UK immigration impacting the most vulnerable in society
- Support and deliver key services to the not-for-profit/charitable sector and similar stakeholders
- Provide thorough casework and advice
- Assist project managing our work with charitable partners
- Ensure accurate record keeping
- Provide signposting and referrals where required and appropriate
- Actively create and develop professional relationships and referral links with third parties
- Support our sector and the wider community

## Case-working

- Ensure that cases received through our intake team have been opened correctly, the matter accurately identified, all relevant data are recorded, and costs (where applicable) are agreed at the outset
- Accurately prepare and agree a case-plan with clients
- Progress, review and manage a caseload, keeping clear, accurate and timely records of all work

- Ensure any necessary and associated administrative tasks are completed/check that they are completed by our admin support
- Ensure the delivery of work is in accordance with the client's expectations and is of high quality
- Ensure case deadlines and key dates are recorded, monitored and actioned in a timely manner
- Ensure third parties engaged to support cases are approved by the firm, their work is monitored, and instructions completed
- Contribute to management information and other information as required

### **Client Care**

- To maintain records and deal with all incoming and outgoing correspondence in a timely manner
- Maintain central diaries and other records, ensuring they are up to date
- Ensure costs transparency and accurate financial management
- Identify and advise on legal issues, and effectively case-plan matters
- Ensure that the client is kept updated and responded to in a timely manner
- Ensure that client confidentiality is maintained at all times and attendances are profession, efficient, sensitive and accurate
- Ensure that clients are aware of the service standards and complaints are processed in accordance with our procedures

### **Supervision**

- Share casework knowledge and experience within the team including through the delivery of training where appropriate
- Ensure compliance with the file review, supervision procedures, and the office manual
- Delegate work effectively and appropriately
- Ensure the delivery of appropriate and accurate guidance, mentoring and support

### **Financial Management**

- Ensure that private clients pay the required sums in advance
- Ensure all internal financial controls and instructions are followed
- Ensure all disbursements are paid swiftly

### **Training, Development and Engagement**

- Keep up-to-date with changes in the law
- Prepare policy papers, raise awareness on key legal issues, prepare briefing papers, and articles
- Engage with key stakeholders on immigration issues to the benefit of our sector
- Participate in supervision, training, and appraisals
- Identify training requirements and request training through your supervisor
- Attend training and share learning and good practice with staff
- Maintain the minimum training and development regulatory requirements
- Keep a record of your attendance on training courses
- Work with colleagues to maintain and develop our commitment to best practice in this area of law

- Take on other duties consistent with the nature of the post and that may arise as the service develops.

## Person Specification

### Essential

- Degree level education, ideally in law at bachelor level or above
- At least two years' experience delivering advice and representation in the field of UK immigration and EU law
- A demonstrable commitment to human rights
- Ability to manage and grow a caseload
- Excellent interpersonal and management skills
- Excellent written and oral communication skills evidenced through managing clients with a range needs
- A willingness and capability to serve client needs and handle client relations at the highest levels
- Ability to produce excellent case-working documents and to develop legal resources
- Ability to prioritise, manage conflicting and tight deadlines with excellent organisational skills
- Excellent research skills and the ability to analyse complex legal documents

### Desirable Competencies

- Solicitor, Barrister, accredited to IAAS Senior Caseworker (Level 2) or OISC Level 3 (current or previously held)
- IAAS Supervisor's qualification
- Experience with working in the charity and not-for-profit sector
- Detailed knowledge of managing clients with past or current vulnerabilities for example those who are destitute, homeless, or victims of trafficking
- Detailed and up-to-date knowledge of most immigration matters including asylum, EUSS, private life or human rights based applications, leave outside the Rules, statelessness and applications under Appendix FM
- Flexibility to work outside normal working hours occasionally and where necessary
- Experience of supervising immigration caseworkers