



South Yorkshire Refugee Law and Justice

The Sanctuary,
37 – 39 Chapel Walk,
Sheffield,
S1 2PD

- Job title:** Legal Officer
- Responsible to:** SYRLJ Trustees
- Salary:** £25,000 - £30,000 (depending on level of experience)
- Hours:** 5 days per week (35 hours). We welcome applicants who would be interested in this role as a job share.
- Holidays:** 25 days plus English Bank Holidays (pro rata)

South Yorkshire Refugee Law and Justice

SYRLJ is a small voluntary organisation which has been providing legal help for refused asylum seekers since 2011. This includes research, advice, referral and fresh protection or family life claims. SYRLJ is based in The Sanctuary, Sheffield, a vibrant new centre for refugees, asylum seekers, and refugee support organisations.

Immigration and Asylum Legal Advice

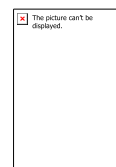
Experienced immigration adviser

5 days (35 hours) per week

We also welcome applicants interested in applying for this role as a job share

Salary £25,000 to £30,000 according to experience

South Yorkshire Refugee Law and Justice is a charity registered in England and Wales (1146748)
OISC Registration No: N201200046



South Yorkshire Refugee Law and Justice is seeking an experienced immigration adviser to take forward our work in representing refused asylum seekers.

SYRLJ provides detailed research, intensive casework and legal advice. We investigate cases thoroughly and imaginatively with the aim of establishing a legal route forward to obtain status wherever possible. We focus on fresh claims for international protection, Article 8 and statelessness applications.

SYRLJ is based in The Sanctuary, Sheffield, a centre of welcome for refugees, asylum seekers, and refugee support organisations. We are registered at OISC level 3, and have a small dedicated staff team. We work closely with ASSIST Sheffield and the British Red Cross, are embedded in the local community and network of voluntary organisations, and have strong relationships with legal practitioners and the University of Sheffield Law Department, who recruit our student volunteers.

In the context of legal aid restrictions and the hostile environment, we have been reviewing the direction of our work. We now have one year's funding to enhance and develop our casework. We are looking for an experienced legal adviser to take a caseload and to contribute to the strategic direction of SYRLJ's work with refused asylum seekers.

Currently we are working remotely due to the Covid 19 pandemic. We have daily online team meetings and are keeping working methods under frequent review.

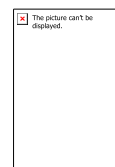
Our new funding is immediate, and so we are seeking a qualified person who can make an early start. Please send expressions of interest by letter with a c.v. to info@syrjlj.org.uk by 5 p.m. Sunday 2nd August 2020.

Interviews will take place (via zoom) on week commencing 10th August 2020.

Salary £25,000 to £30,000 according to experience.

Funding for this post is from a one year grant from the Lloyds Foundation and consequently the post is initially available for 12 months. We are actively seeking continued funding.

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JOB PURPOSE

To lead in the provision of high quality immigration advice to refused asylum seekers in South Yorkshire

To give direction, support and supervision to casework volunteers, including students

To give free and thoroughly grounded legal advice to refused asylum seekers and other clients of SYRLJ and to prepare applications for status and referrals to other legal representatives

To work with the Coordinator and volunteer team to maintain the ethos of SYRLJ and to develop its work to improve asylum legal representation in Sheffield and South Yorkshire

To maintain good practice in all aspects of our partnership agreements.

MAIN DUTIES AND RESPONSIBILITIES.

Equal opportunities

1. To actively promote the aims, core values and equal opportunities practice of SYRLJ.

Service development

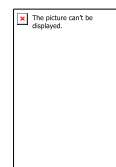
2. To contribute to the trustees and the Coordinator taking forward the strategic direction of SYRLJ's work in providing asylum advice and representation in South Yorkshire;
3. To provide a humane, inclusive and supportive working practice with asylum seekers;
4. To maintain an inclusive and creative working environment for staff and in particular volunteers working in their team;
5. To support delivery of, or to deliver training to, volunteers and partner organisations as required.

Legal supervision and casework

6. To manage a caseload of complex asylum, Article 8 and statelessness cases;
7. To participate in peer supervision of other caseworker(s) including file reviews and regular 1-1 meetings
8. To consider new referrals, decide whether SYRLJ can assist with research or other legal work, and establish case action plans;
9. To supervise volunteers conducting country of origin and legal research;
10. To supervise collation of research materials and refer onward where appropriate;

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11. To draft further submissions in cases where SYRLJ is acting directly and to advocate on behalf of clients;
12. On occasion and where representation cannot otherwise be obtained, to conduct or prepare appeals. To draft instructions to counsel and experts as needed;
13. To advise clients both at interview and in writing;
14. To keep up to date with relevant changes in legislation, case law and policy.

Contract management

15. To work in a manner that ensure that SYRLJ meets casework and other commitments undertaken in agreements with partner organisations.

Administration

16. Maintain case records for the purpose of continuity, information retrieval, monitoring and reporting;
17. Comply with all OISC requirements.
18. Assist in preparing reports for funders as required;
19. To be administratively self-servicing.

Professional development

20. To attend supervision and appraisal meetings;
21. To keep up to date and meet identified learning and development needs as appropriate, including maintaining professional standards and remaining accredited at Level 3 OISC.

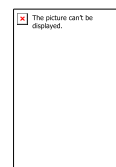
General

22. To attend staff and trustee meetings as required.
23. To undertake any other duties that are compatible with the functions of the post.

Working arrangements

The post holder will work a 35 hour week and be based at the SYRLJ office in Sheffield. Normal working hours will be usual office hours. However, the post holder will need to attend occasional meetings, training and other events outside normal working hours.

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Person specification

Please note that all points within this list must be addressed when completing your application. You should go through the person specification point by point and show on your application how you have the particular experience, knowledge or ability asked for, giving examples. Applications must be in the form of a CV and covering letter.

Essential requirements

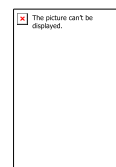
1. Qualified at OISC Level 3/IAAS Level 2
2. Substantial recent experience practising as an immigration/asylum caseworker or solicitor at OISC Level 3/ IAAS Level 2
3. A strong track record of dealing with complex asylum cases, and applying imaginative legal approaches to help bring them to resolution
4. Substantial experience of undertaking fresh claim applications
5. Knowledge of the key recent and upcoming changes in relevant legislation, case law and policy and the effects of these on our clients
6. Understanding of the wider issues and challenges faced by asylum seekers and refugees
7. Knowledge of the asylum and immigration advice sector in the UK including service models
8. Knowledge of the legal aid system
9. Experience of creatively utilising limited resources and funding limitations to provide quality representation to asylum claimants
10. Ability to work under pressure, to prioritise and to meet deadlines
11. Ability to work sensitively with a vulnerable client group
12. Excellent communication skills
13. A commitment to the aims, principles and policies of SYRLJ
14. Ability to use IT effectively including case management systems
15. Ability to work with and direct volunteers
16. Ability to work self sufficiently
17. Ability to work in a resource limited environment
18. Ability to work in a small team
19. Ability to maintain registration, CPD and all other regulatory requirements

Desirable requirements

1. Experience of developing a service or project within an organisation
2. Experience of strategic planning within an organisation

SYRLJ is not a licensed sponsor. All applicants must have a right to work in the UK in order to be appointed to this post.

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