



Senior Legal Adviser, South Yorkshire Refugee Law and Justice
Sheffield and South Yorkshire, July 2022

The opportunity has arisen to join our small dynamic team providing high quality, person centred immigration legal advice and representation to asylum seekers and migrants in South Yorkshire. We are seeking an experienced and highly motivated legal practitioner, qualified at OISC Level 2 (level 3 desirable) or solicitor, with a strong track record of successfully representing clients in their immigration and asylum matters.

This is an exciting time of expansion and development for South Yorkshire Refugee Law and Justice and we welcome applicants that are keen to help our organisation grow and work with us to improve access to justice across the region.

As a Senior Legal Adviser you will be providing direct advice and representation to clients as well as providing supervision and support to junior team members and volunteers. Alongside this you will be an integral part of our drive to develop our service and improve the quality and quantity of immigration legal advice across South Yorkshire.

We particularly welcome applications from candidates who have lived experience of immigration systems and processes.

To apply for this role please send a C.V. and covering letter to tara.topteagarden@syrjlj.org.uk. Please ensure that your covering letter explains how you meet each of the points on the Person Specification below.

SYRLJ is not able to sponsor visas, and therefore you must have a right to work in the UK in order to be appointed to this post.

Deadline for Applications: 9am Monday 8th August

For any questions or to discuss the role please contact Tara Topteagarden
tara.topteagarden@syrjlj.org.uk
07533228289

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

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

Job title:	Senior Legal Adviser
Responsible to:	Director
Salary:	£29,405 - £34,168 pro rata depending on experience
Hours:	3 - 4 days per week (21 - 28 hours)
Holidays:	28 days plus English Bank Holidays (pro rata)
Contract:	Permanent

JOB PURPOSE

To provide high quality immigration advice and representation to refused asylum seekers and migrants in South Yorkshire

To support the development of SYRLJ's legal advice service model in order to ensure best use of limited resources for the benefit of our client group

To provide high quality training, supervision and support to staff, volunteers and students undertaking legal advice and casework for SYRLJ

To work with other staff, volunteers and trustees to maintain the ethos of SYRLJ and to develop its work to improve asylum legal representation in Sheffield and South Yorkshire

Main duties and responsibilities

Equal opportunities

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

Organisational

2. To contribute to the development of SYRLJ as a centre of high quality legal immigration advice and representation in South Yorkshire.
3. To actively maintain a safe, welcoming and accessible service for our client group.
4. To maintain an inclusive and creative working environment for staff and volunteers.
5. To deliver training, support and advice to partner organisations as required and support the development of SYRLJ's legal training and education internally and externally.
6. To help to maintain SYRLJ's up to date organisational expertise on matters relating to asylum and immigration law as relevant to our client group.

Legal Casework and Supervision

7. To manage a complex caseload of asylum, article 8 and statelessness cases
8. To provide direct representation where appropriate including taking instructions from clients, assessing and advising on legal options and making applications for leave to remain where possible
9. To provide guidance and support to volunteers and advisers conducting legal research and casework
10. To provide regular supervision to trainee legal advisers and legal advice volunteers aimed at ensuring high quality casework, professional development and support, and ensuring the organisation is operating within the OISC regulatory framework
11. To liaise with partner organisations and practitioners on matters relating to individual clients

Administration

12. To maintain case records for the purpose of continuity, information retrieval, monitoring and reporting
13. To be administratively self-servicing

Professional development

14. To attend supervision and appraisal meetings
15. To keep up to date and meet identified learning and development needs as appropriate, including maintaining professional standards and accreditation and working towards OISC level 3 accreditation if required.

General

16. To attend team meetings as required.
17. To engage with and feed into the development and improvement of organisational policies, procedures and structures
18. To undertake any other duties that are compatible with the functions of the post.

Working arrangements

The post-holder will work a 21 - 28hr week and be usually based at the SYRLJ office in Sheffield with the option to work part of the week from home. Working days are negotiable but we would require the post holder to work on Wednesdays in the office. Normal working hours will be usual office hours between Monday and Thursday. However, there may occasionally be requirements to attend meetings, training and other events outside normal working hours.

The employer will review working arrangements on a regular basis to ensure the requirements of the position are being fulfilled and reserves the right to vary the arrangement if necessary.

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. You may find it helpful to address each of the criteria in a separate headed paragraph. **Applications must be in the form of a C.V. and covering letter.**

Essential:

Qualified at OISC level 2/IAAS level 2

Substantial recent experience practising as an immigration/asylum caseworker or solicitor at OISC level 2/IAAS level 2 or above.

Strong track record of dealing with complex immigration and asylum cases including fresh claims, and applying imaginative legal approaches to help bring them to resolution

Experience of providing legal training and supervision to staff and volunteers with varying levels of knowledge and experience

Ability to identify and address training and development needs for supervisees and the wider staff team

Knowledge of key recent and upcoming changes in relevant legislation, caselaw and policy and the effects of these on our clients

Understanding of the wider issues and challenges faced by asylum seekers and refugees

Ability to respond sensitively to clients with complex mental health and social support issues

Ability to work under pressure, prioritise and meet deadlines

Excellent written and verbal communications skills

Ability to communicate effectively with people from different backgrounds and with different levels of English

A commitment to the aims, principles and policies of SYRLJ

Ability to use IT effectively including case management systems

Ability to work in a resource limited environment

Ability to work in a small team

Ability to maintain registration, CPD and all other regulatory requirements

Ability to attend in person appointments and supervision at our office in Sheffield city centre as well as other locations across the region

Desirable

Knowledge of the asylum and immigration advice sector in the UK

Experience of supervising OISC regulated staff and volunteers and an understanding of the associated regulatory requirements

Qualified at OISC level 3