



**Trainee 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 other migrants in South Yorkshire. We are seeking a passionate and highly motivated individual who is looking to develop their career in the field of immigration legal advice/human rights law.

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 Trainee Legal Adviser you will be directly involved in delivery of front-line advice and representation whilst also working towards gaining OISC qualifications in asylum and protection and immigration. In line with this it is envisaged that there will be opportunities for career progression within SYRLJ.

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@syrlj.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

If you have any questions or would like to discuss the role please contact Tara Topteagarden: tara.topteagarden@syrlj.org.uk
07553228289

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

Job title:	Trainee Legal Adviser
Responsible to:	Legal Manager
Salary:	£23,514 pro rata
Hours:	3-4 days per week
Holidays:	36 days inclusive of English Bank Holidays (pro rata)
Contract:	Permanent

JOB PURPOSE

To contribute to the provision of high-quality immigration advice to refused asylum seekers in South Yorkshire.

To assist in the provision of free, high quality legal advice and representation to refused asylum seekers and other clients of SYRLJ and in the preparation of applications for status and referrals to other legal representatives.

To work with the rest of the team 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.

Legal casework

2. To develop and maintain a small caseload under supervision from a senior legal colleague.
3. To establish action plans for each case
4. To support volunteers conducting research
5. To liaise with third parties and facilitate referral to other services where appropriate/required
6. To liaise with partner organisations about individual cases
7. To assist in drafting instructions to counsel and experts as needed
8. To interview clients and take instructions
9. To keep up to date with relevant changes in legislation, case law and policy

Organisational

- 10.** In collaboration with the rest of the staff team, to develop and maintain a humane, inclusive and supportive working environment for clients, staff and volunteers.
- 11.** To support and assist volunteers in their duties where needed
- 12.** To engage with and feed into the development and improvement of organisational policies, procedures and structures

Administration

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

Professional development

- 15.** To attend support and supervision and appraisal meetings
- 16.** To keep up to date and meet identified learning and development needs as appropriate, including maintaining professional standards and working towards accreditation at Level 2 OISC (Asylum and Protection and Immigration).

General

- 17.** To attend team meetings as required.
- 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:

A commitment to the aims, principles and policies of SYRLJ

Experience of working with vulnerable people

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

Ability to use IT effectively including case management systems

Ability to work in a resource limited environment

Ability to work collaboratively as part of a small team, take initiative and support other colleagues where required

Ability and motivation to work towards and achieve OISC legal qualifications

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 immigration law and the asylum process

Experience of working with interpreters

Experience of working with volunteers

Experience of working as an OISC registered adviser