



**North Kensington Law Centre wishes to appoint a**

**Supervising Immigration Caseworker/Public Law Solicitor**

**Full-time (35 hours)**

**£33,000 per annum**

**Background**

North Kensington Law Centre opened its doors in 1970 as the first Law Centre in the country, pioneering a community-based legal service which promotes rights and equality of opportunity. We have recently celebrated our 50<sup>th</sup> year serving the communities of North Kensington and beyond and have established a history and tradition of fighting for justice on behalf of people from disadvantaged and vulnerable communities.

Our current areas of work are in crime, employment, housing, immigration, and welfare benefits. In immigration, we have an LAA contract and undertake some privately funded work for matters which are out of scope for Legal Aid. The main function of this role is overseeing the department, supervising a team of solicitors/caseworkers, LAA contract compliance and maximising legal aid income. The caseworker will be expected to take on some fee-paid and other work as necessary.

**Overall purpose of the post**

- To increase the capacity of the North Kensington Law Centre to offer high quality advice to the most vulnerable in and around North Kensington.
- To support the Law Centre in generating further income through LAA contracts, private funding and alternative funding streams.
- Work alongside the Centres immigration projects and outreach services
- To lead/ supervise the immigration department in accordance with IAAS LAA contract and Private funded casework

**Role and Responsibilities**

**The post holder will**

- Provide advice, assistance and representation to clients in immigration law at all levels – including First Tier and Upper Tribunal, Admin Court and the Court of Appeal.
- Contribute to New Matter Start take up to meet the Law Centre's contract with the LAA.

- Manage complex cases and take on cases which break new ground.
- Undertake outreach, community education and social policy-related work.
- Act as a supervisor in terms of guidance on legal issues and casework to the immigration team.
- Ensure supervisees files are LAA compliant.
- Work to target hours and objectives.
- Maintain LAA complaint files and utilise the case management system
- In addition to the tasks and duties listed in this job description to undertake such duties as may be identified and which are generally compatible with the functions of the post.

#### **Other responsibilities include**

- Carrying out duties to reflect and implement the equal opportunities objectives and policies of North Kensington Law Centre.
- Working flexibly, in a co-operative way with others and undertaking any other necessary and appropriate tasks.
- To participate in Unit and staff meetings.
- Being self-servicing and able to use ICT programmes.
- To observe the Law Centre's Confidentiality Policy always.

#### **Professional Development**

- To attend courses on new legislation, specialist skills and the use of IT.
- To maintain an up-to-date knowledge of relevant changes in law and policy.
- To undertake such training as is necessary as to attain or maintain the standards required of an LAA immigration casework supervisor.
- To advise the Senior Solicitor on staffing and service delivery issues.
- To coordinate activities, procedures, and systems to promote common policies and practices.

#### **Social Policy**

- To be alert at all times to social policy implications of issues presented by clients.
- To take appropriate action to influence social policy about these issues.

#### **Accountability**

- Accountable to the Senior Solicitor

#### **Person Specification**

##### **Experience**

To be considered for this role, you must have:

- A proven track record of offering high quality advice and representation in LAA and private funded immigration matters.

- IAAS Level 2 and Supervisor in immigration and registered with the SRA.
- At least two years' experience of immigration and public law casework under a Legal Aid Agency contract within a similar organisation.
- Sympathy, sensitivity, and evidence an understanding of the immediate issues facing the local community.
- Experience of working in managed migration including PBS routes and charging on both private and alternative funding methods.
- Experience of working within an LAA contract and show an understanding of billing requirements.
- An ability to raise income by use of LAA funding of cases and cost claims.
- A commitment to deliver face-to-face advice services to vulnerable and disadvantaged clients.
- Experience of liaising and negotiating with statutory and voluntary organisations.
- Ability to explain the law clearly and simply.
- Excellent IT skills, including experience of a legal case management system.
- Experience of informing and training colleagues and local organisations on housing legislation and any changes in the law.

### **Skills and competencies**

- Accuracy and attention to detail.
- Experience of working under pressure and be capable of meeting deadlines.
- Good organisation skills.
- Ability to stay calm and composed in demanding situations.
- Ability to take clear instructions and follow through.
- Good communication skills and personal presentation.

### **Key Attributes**

- Ability to manage caseload and supervise the immigration team.
- Understanding of and commitment to the role of law centres within a local community.
- Understanding of issues affecting minority groups in terms of housing need.
- Awareness of and commitment to equality and diversity policies.
- Patience and empathy when working with vulnerable clients.
- Flexible approach to carrying out duties outside of job description when required.

### **Equal Opportunities:**

The Law Centre is an equal opportunities organisation. We recognise that widespread discrimination exists in society towards individuals and groups both directly and indirectly. All employees are expected to adhere to and promote the Law Centre's Equal Opportunities Policy.

**Specific Details:**

The vacancy is full time and permanent based on working from our offices in W11. Some remote working is required in order to comply with our '*work bubble*' policy post Covid – 19 pandemic.

This post is full time – 35 hours per week. The post holder will normally be required to work 5 days per week during the core hours of 10-5pm.

**Vacancy Details:**

To apply for the post, please email your CV with a detailed statement of no more than 1000 words to [cassim@nklc.org.uk](mailto:cassim@nklc.org.uk) demonstrating how you meet the Person Specification criteria. You must cover all three sections of the Specification in the same order.

Closing date for applications has been extended until **4pm on 25th June 2021**. Applications received after this deadline will not be considered. Candidates who are shortlisted for the interview stage will be notified by **4pm on 30th June 2021**.

If you have not been contacted by this date, please assume your application was unsuccessful.

Interviews will be held via Zoom on **6th and 8th July 2021**. The successful candidate will be contacted by telephone on **9th July 2021 by 5pm**. If you have a disability and require special arrangements for the interview process, please indicate this at the end of your statement