Work Rights Centre is a registered charity in England and Wales at 1165419
www.workrightscentre.org

Immigration Adviser or Solicitor

Job Description and person specification

Role title: Immigration Adviser or Solicitor (seniority depending on qualifications)

Pay: £36,000-£42,000 (depending on qualifications and experience)

Hours: Full time (37.5 hours per week, with flexibility for an exceptional candidate)

Contract: Permanent (6-month probation)

Annual leave: 32 days (28 days + 3 days Christmas closure)

Location: London hybrid, with the option of remote-only work for an exceptional candidate.

About the Work Rights Centre

Work Rights Centre is a charity that helps migrants and disadvantaged UK citizens access employment justice and improve their social mobility. We do this with legal advice that changes lives; tools that empower people to assert their rights; and campaigns that challenge the systemic causes of injustice with research, parliamentary advocacy, and strategic litigation.

Since our foundation in 2016 we have empowered thousands of individuals to access their employment rights and secure their immigration status. We led the response for EU citizens during Brexit, and we spearheaded the response to Ukrainian nationals and their families who needed to find security in the UK after Russia invaded Ukraine. Today, we are the leading advocate for migrants on high-risk, employer-sponsored visas, and for those who experience modern slavery. We're looking for an experienced colleague to join our frontline team, and contribute to our life-changing immigration advice work with grit and grace.

Our immigration work

We made a conscious decision to build an immigration advice service that is free, in depth, and that plugs the gap in support available through legal aid. On any given week, our immigration advisers will handle a case volume that ranges from: initial consultations with migrants on the Health and Care Worker Visa, who want to know their options after their sponsor lost their licence; to late applications for EUSS; complex human rights applications; or applications for temporary protection for victims of trafficking and modern slavery.

Crucially, this work does not happen in isolation. Our immigration advisers regularly collaborate with external partners in strategic legal challenges, and with our employment advice team, who often support the same clients with employment matters. Beyond that, every insight from our frontline work contributes to our wider strategic goal to institute a fairer immigration system, and you will have ample opportunities to collaborate with colleagues who work in policy, research, and comms. Our current policy-change priorities in immigration are to mitigate the risk of sponsored visas, widen access to support for victims of modern slavery, and push back against the Home Secretary's Earned Settlement proposals.

Responsibilities

1. **Providing immigration advice and casework**

Your main responsibility is to provide immigration legal advice and representation at IAA Level 2 or above (depending on your qualifications), in accordance with legislation, policy, guidelines and best practice standards. This includes, but is not limited to, the following:

- Assess the client's needs, including immigration status, literacy, and equalities data.
- Chart the optimal course of action to advance the client's interests, and communicate it clearly to the client, managing their expectations, timelines, and milestones.
- Take the action suitable for the client needs identified. This will range from providing letters of advice to conducting substantive casework, which will include application filling and letter writing, communicating with the Home Office, and where necessary liaising with external solicitors and advisers.
- Work collaboratively with colleagues, supporting others as necessary.
- Meet deadlines and adhere to the Home Office's, court's and other directions/orders.
- Communicate with clients, ensuring they are updated on case developments.
- Stay up to date with available external advice and representation services, and signpost or refer clients as appropriate.
- Maintain excellent case records, including well-organised case folders and recording of outcomes such as financial awards/tribunal decisions.
- Keep up to date with legal and social policy developments, changes in employment law and other areas of law pertinent to the charity's employment rights clients.

In every aspect of your work we expect you to adhere to the charity's policies, follow the standards set by the Solicitors Regulatory Authority, IAA and Advice Quality Standards, and maintain strict client confidentiality and excellent administrative records.

2. **Supporting the wider development of the organisation**

We count on you to be a team player and support the delivery of wider strategic goals that can improve the charity's sustainability, the quality of our service, and the impact of our work. This includes, but is not limited to, the following:

- Support the Head of Immigration to improve our immigration advice service – by creating or revising templates, and occasionally taking on and optimising case triage and case management process.
- Stay up to date with developments in immigration law and issues, and support the charity to produce public-facing legal information to empower charity beneficiaries to understand and assert their rights (such as web pages, infographics, FAQs).
- Collaborate with colleagues in the communication team, as required, to support the charity to secure media coverage.
- Collaborate with colleagues in the policy team, as required, in evidencing systemic immigration law issues, and formulating recommendations for policy change.
- Occasionally develop and deliver immigration law training or consultancy, as required, to support the delivery of key charity projects or key earned income activities.
- Occasionally deliver secondary advice to key allies in the third sector.
- Maintain a good relationship with key stakeholders in the immigration policy and advocacy arena, acting as an ambassador for the Work Rights Centre at all times.

General responsibilities

In addition to your key duties, we expect you to:

- Be an enthusiastic team player, and keep abreast of the overall work of the charity.
- Be competent in the use of IT software.
- Participate in regular supervisions with your line manager, value feedback, and be committed to your professional development.
- Be a supportive line manager for more junior frontline staff, if required, empowering them to develop their skills and offering constructive feedback.
- Occasionally work unsociable hours around hearings and other highly time sensitive and strategic objectives.
- Occasionally travel across and outside of London.
- Maintain other administrative records as required, in compliance with accreditations and funding bodies, and charity internal reporting and financial management requirements.

Flexibility. There is a lot to learn, and to offer, at the Work Rights Centre, and the charity has grown substantially since our foundation in 2016. This relies on our ability to remain agile. We trust you to be responsive to our changing needs, and to adapt your workload and undertake any other duties that may be reasonably required. This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person specifications

Qualifications

- University degree at 2:1 or equivalent in law or a related subject.
- Level 2 or 3 Immigration Advice Authority (IAA) accreditation, or qualified solicitor eligible to practice law in England and Wales.

Professional experience

- At least three years of experience providing high quality immigration advice, in compliance with IAA standards.
- Experience of working in a legal team.
- Knowledge of, and empathy with, the experiences of vulnerable migrants.

Skills

- Excellent analytical skills - ability to conduct legal research and apply the law to the facts of a case.
- Strong client management skills, including courtesy, professionalism, an ability to set realistic expectations and keep the client informed of case progress.
- Excellent case management skills, demonstrating an ability to quickly gather case facts, draft clear summaries, chart an action plan, and meet milestones.

- Excellent written and verbal communication skills; ability to communicate legal information in a readily understandable way to lay persons.
- Excellent time management, demonstrating an ability to meet tight deadlines.
- Good IT skills, including Word and Excel, and remote work systems.

Personal attributes

- Confident and resourceful, you can work to a high standard with minimal supervision.
- Enthusiastic and proactive, you are self-motivated by a strong sense of justice.
- Collegial, you recognise the value of teamwork and shared objectives.
- Flexible, you are prepared to work longer hours if necessary, for example evenings and weekends/assist with broader objectives of the organisation.
- You have a real commitment to the aims and values of the Work Rights Centre.

Desirable

- Familiarity with Modern Day Slavery and the National Referral Mechanism.
- Familiarity with another area of social welfare law.
- Knowledge of a language other than English.

Even if you are not sure whether you have all the experience, if you have the necessary qualifications, share our commitment to excellent immigration advice, and trust your ability to make a positive contribution to our team, we encourage you to express interest.

How to apply

To apply for the role, please send a CV and cover letter to recruitment@workrightscentre.org by **Sunday, 30th August.** It is important to tell us why you think your experience, skills and attributes meet the person specifications of this role, and why you would like to join our team. Shortlisted candidates will be invited to complete a short technical task. For more information, do not hesitate to get in touch.

FAQs

What are my professional development opportunities?
The Work Rights Centre has a real culture for learning and upskilling. We have a dedicated training budget and encourage team members to attend training from reputable professional organisations. We have supported several staff members to secure funding to study and sit their SQEs, and have a generous SQE study leave policy.

What other benefits do staff get?
We offer a range of staff benefits including enhanced sick pay for up to 30 days, enhanced annual leave increasing with tenure (including Christmas office closure and Birthday day off), 5% pension

contribution (we match employee contribution up to 7%), 20 weeks of enhanced parental pay and more.

How is the Work Rights Centre funded?

Our main source of funding is grants from independent charitable foundations. Having started with zero capital in 2016, over the last years we have developed long-term relationships with some of the best-regarded funders in the UK, including Trust for London, Tudor Trust, the National Lottery, City Bridge Trust and many more. You can view a full list of our current funders on our About us page, and look up our financial record on the Charity Commission's register.

How financially sustainable is the Work Rights Centre?

The Work Rights Centre is on a path of significant financial and organisational growth. For the last seven years we have consistently increased our income and the size of our team, and we are projecting to grow substantially this year. You can learn more from our previous years' accounts on the Charity Commission's register.

Where is the Work Rights Centre headed in the next couple of years?

The Work Rights Centre has three strategic objectives for the next couple of years. First, use our rare mix of employment and immigration legal expertise to support under-represented migrant workers to access justice. Second, use this frontline intelligence to call for reforms to the labour enforcement and work migration system, with parliamentary advocacy, careful media interventions, and strategic litigation. Third, work towards improving the charity's long-term sustainability by growing our earned income (including from training and consultancy).