

Job Description

Job Title:	Paralegal (Immigration & Asylum Law)
Service:	Legal Practice Unit
Reporting to:	Head of Immigration & Asylum Law
Salary Range:	£27,000 per annum
Work Pattern:	Full-Time
Contract Type:	Permanent
Location:	Coram Community Campus, London WC1N 1AZ

Coram is the UK's oldest children's charity founded by Thomas Coram in London helping vulnerable children and young people since 1739. Today, the Coram group helps more than one million children, young people, families and professionals every year by providing access to the skills and opportunities they need to thrive.

Part of the Coram group, Coram Children's Legal Centre (CCLC) is the UK's specialist centre for children's rights in education, immigration, community care and family law, and provides significant international legal systems consultancy. The centre is located on the Coram Campus in central London with a base in Colchester. We champion access to justice through information and advice, legal practice and representation, policy and strategic litigation. Our Legal Practice Unit (LPU) provides advice and representation primarily under legal aid contract, complemented by grant-funded projects. Our Policy and Practice Change team promotes practice change through training and capacity-building to professionals and systems change through policy, influencing and convening. We use our broad and significant experience and expertise to promote and protect the rights of children in line with the UN Convention on the Rights of the Child.

Purpose of the role:

To work within the immigration & asylum law team assisting fee earners to provide legal advice and representation to primarily legal aid funded clients, including children and young people, parents, carers and others in relation to their immigration & asylum needs.

Main duties & Responsibilities

1. To assist with solicitors' and senior caseworkers' casework and legal advice under supervision and in compliance with the Legal Practice Unit's (LPU) operating procedures.
2. To undertake legal research, prepare legal aid applications, speak to clients by telephone and in person, prepare court bundles, interview clients and draft statements, draft letters and emails to the Home Office, Legal Aid Agency, courts, clients and third parties.
3. To assist our solicitors and senior caseworkers in all aspects of casework, including in conducting applications to the Home Office, appeals to the First tier and Upper Tribunals and the higher courts and judicial review litigation in the Upper Tribunal and High Court.
4. To assist solicitors and senior caseworkers in billing files accurately and in a timely manner.
5. To assist fee-earners in other departments within the LPU as may be necessary.
6. To take responsibility for progressing allocated tasks and casework and communicate consistently with solicitors, caseworkers, clients and third parties.
7. To record both chargeable and non chargeable time and achieve a weekly chargeable hours target to be monitored on a weekly basis.
8. To meet billing targets, to be monitored on a monthly basis.
9. To comply with all aspects of legal aid and privately funded casework.
10. To help to maintain existing relationships with charities, support workers, mental health professionals and other experts.
11. To undertake other administrative and non-chargeable tasks as required and to provide cover for the administrative assistant during absences.
12. To keep up to date on immigration & asylum law, process and procedure and to share information to the benefit of the department.
13. To recognise and challenge all forms of discrimination and prejudice in the workplace.
14. To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
15. To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
16. To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR)