

# Immigration Lawyer/ Immigration Caseworker Supervisor, UK Legal - Job Description



- **Salary:** £34,650 - £42,500 gross per annum at 1.0 FTE.
- **Working pattern:** 1.0 FTE (37.5 hrs per week), or 0.9 or 0.8 FTE. Flexible working requests will be considered.
- **Contract:** 1 x permanent with a 6 months probationary period and 2 x fixed-term for 12 months
- **Team:** UK Legal Team
- **Location:** This role can be hybrid, or office based. At a minimum, candidates will be required to work from the London office at least 2 days a week, as well as be able to attend ad hoc events and away days in person..
- **Reporting to:** Head of UK Legal

Safe Passage International (SPI) is **recruiting three Immigration Lawyers and/or Immigration Caseworker Supervisors (one permanent, two fixed-term)** to join our UK Legal Team. We are looking for enthusiastic, experienced and motivated individuals to join the UK Legal and Arrivals Team in its invaluable and ground-breaking work to ensure that safe routes to sanctuary exist and are accessible for all people seeking asylum.

As an Immigration Lawyer/ Immigration Caseworker Supervisor in the UK Legal Team, you will run a caseload of complex family reunion entry clearance applications and appeals, you will also supervise cases of colleagues and pro bono solicitors and volunteers, if appropriate. You will be supported by colleagues in the UK Legal team and work in close collaboration with colleagues in SPI France and Greece as well as with professionals in relevant external organisations.

You will be determined and committed to delivery high quality legal casework supporting asylum seeking children to reunite with family members in the UK. You will be attentive to detail, flexible, efficient and able to work independently and under supervision as part of a small and dynamic team. You will be eager to contribute to the overall missions and values of Safe Passage International and to work collaboratively with other teams in this international and multi-disciplinary organisation.

We value equity and diversity in our organisation, and are striving to build a workforce reflective of the communities we work with. We encourage applications from people of all ages, genders, ethnicities, sexual orientations, faiths, disabilities, and marital or pregnancy status. People with refugee or asylum-seeking backgrounds are experts by experience and are particularly encouraged to apply.

We are looking for good immigration casework experience, as detailed in the Person Specification. Experience in a similar role is welcome, but this could also be your first paid position in the charity sector, or you could be returning to work after time out. This position will have a dedicated training budget and you will be supported to grow and develop within your role.

As a refugee charity, **we offer a guaranteed interview for people with direct lived experience of seeking asylum who meet most of the essential criteria outlined in the Person Specification.** If you have first-hand experience of applying for asylum in any country, please let us know in your application.

We respect that people's identity is not defined by their past experiences and do not expect candidates to describe their lived experience during the interview process unless they wish to.

If you are excited by this role and working at Safe Passage but do not have all the experience you think is needed, please contact Alamara or Cate, Joint Head of UK Legal, at [alamara@safepassage.org.uk](mailto:alamara@safepassage.org.uk) or [cate@safepassage.org.uk](mailto:cate@safepassage.org.uk)

To apply, please visit: <https://www.safepassage.org.uk/jobs> and our [How to apply guide](#) document

**Closing date:** Sunday 26th May at 11.59 pm

## Key responsibilities

*Provide legal support to enable Safe Passage's UK Legal team to work effectively, to continue growth in our ground-breaking work to facilitate safe routes to sanctuary for people seeking asylum and defend the right to seek protection.*

### Legal casework

- Run cases from initial enquiries to their completion, and determine case strategies for clients eligible for support from Safe Passage's UK Legal team.
- Provide high quality legal advice and representations for clients in applications both under and outside the UK's Immigration Rules.
- Prepare and submit entry clearance cases on behalf of unaccompanied minors joining family members in the UK.
- Oversee appeals to the First Tier Tribunal and Upper Tribunal, working closely with Counsel and other relevant partners.
- Work closely and collaborate with legal colleagues in SPI France and Greece on entry clearance cases, as well as external partners on the ground.
- Ensure swift referrals to legal aid solicitors and support litigation when appropriate.

### Case management and administration

- Ensure processes for case management and administration are complied with ; adhering to specialist quality mark or equivalent, and organisational operating procedures in all aspects of immigration advice provision.
- Where appropriate, support in the development and implementation of the UK Legal team's case management and administration processes.
- Supervise colleagues', pro bono solicitors' and volunteers' cases if appropriate.
- Perform periodic casefile and peer reviews.

### Capacity building

- Develop and disseminate relevant information on legal developments in this area for stakeholders.
- Deliver training on the entry clearance process to stakeholders in the UK and Europe. Contribute to the development of resources for disseminating relevant information on legal developments in UK Immigration/Family Reunion law.

### Team participation

- Produce regular reports on casework as well as broader work undertaken by UK Legal.
- Work closely with colleagues in the UK Legal team and across other teams, specifically in relation to safeguarding and arrivals work.
- Support the fundraising team by contributing towards donor reports or new bids for funding.

### Strategy, partnership, and policy/campaigns work (10% of the role)

- Support the development of and deliver on SPI legal and advocacy strategy that addresses key issues arising from UK Legal's work and responds to relevant changes in law particularly those that seek to undermine the fundamental right to asylum and access to family reunion for unaccompanied minors.
- Proactively identify campaigning needs and opportunities through a thorough understanding of the needs of those we work with and casework pipeline.
- Contribute towards policy briefings and case studies.
- Collaborate with and develop strong professional links or partnerships with relevant groups within the UK Immigration Sector, including private and legal aid firms, as well as relevant networks and working groups.

### Be an effective, active member of the organisation

- Adhere to SPI's safeguarding policies and procedures at all times.
- Contribute to SPI's Monitoring, Evaluation, Accountability and Learning framework as required.
- Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018) and maintain strict confidentiality at all times.

- Participate in regular team meetings and check-ins with UK Legal.
- Prioritise and manage own workload well, using initiative and problem-solving skills to manage competing demands.
- Support wider team activities, including participating in organisation-wide and meetings and strategy planning where appropriate; attending Safe Passage events; covering for absent/busy colleagues where appropriate.

## Person Specification

### Essential skills and abilities:

*We would expect candidates to meet most of the criteria listed below. We have indicated if this will be tested during the application or during the interview.*

1.	<b>Immigration Barrister or qualified solicitor with immigration experience , OISC Accredited Advisor (Level 3 Asylum &amp; Immigration) or IAAS accredited Senior Caseworker qualified, with the ability to manage and run their own caseload.</b>	Application question 2
2.	<b>In-depth knowledge and understanding of UK Immigration and asylum law, and relevant immigration policies.</b>	Application question 2 and interview
3.	<b>Experience in delivering immigration advice and having conduct of entry clearance applications/family reunion applications under/outside the UK Immigration rules.</b>	Application question 3 and interview
4.	<b>Experience in having conduct of appeals to the Immigration First Tier Tribunal.</b>	Application question 3 and interview
5.	<b>Demonstratable commitment to manage, nurture and develop staff and volunteers and supervise their casework</b>	Interview
6.	<b>Excellent legal skills including an ability to interview clients and take instructions, drafting of witness statements, drafting of legal submissions, drafting of instructions for expert reports.</b>	Application question 4 and interview
7.	<b>Excellent interpersonal and relationship management skills and an ability to deal professionally and collaborative with clients, and legal and not-for-profit stakeholders.</b>	Application question 5 and interview
8.	<b>Good organisational and time management skills, including the ability to work independently in a fast-paced work setting, prioritise and adjust plans in response to external opportunities.</b>	Application question 5 and interview
9.	<b>IT competent in Microsoft Office, ideally with experience of Salesforce or other case management system.</b>	Interview
10.	<b>A commitment to Safe Passage International’s mission and values.</b>	Application question 1 and interview

### Desired skills and abilities:

*These are the ‘nice to haves’ – you may reference this experience in your application too.*

- **Lived experience of seeking asylum.**
- **Experience of working with children and young people in vulnerable circumstances, or youth related work.**
- **Experience of managing and developing staff and/or volunteers.**
- **Fluency in French, Greek or any language of refugee communities including Arabic, Dari, Pashto, Somali, Tigrinya, Urdu, Ukrainian.**

## Other requirements:

- A strong commitment to and understanding of anti-racist practices and values.
- You must already have the full right to work in the UK as Safe Passage is unfortunately unable to sponsor work visas.
- A DBS or criminal record check will be required.
- Safe Passage is committed to ensuring safer recruitment practices and participates in the [Inter-Agency Misconduct Disclosure Scheme](#). We request consent from successful candidates to approach each of their employers from the last five years to ask for a Statement of Conduct. All job offers at Safe Passage are made subject to receipt of satisfactory references and Statements of Conduct.
- In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.