KALAYAAN

Kalayaan Legal Adviser

Kalayaan is the UK's only specialist legal advice and support charity for migrant domestic workers. Our community organisation is nearly forty years old and advances justice for migrant workers who have survived exploitation, human trafficking and modern slavery.

Based in Holland Park, West London, our IAA accredited legal team offers high-quality legal advice to help clients recover from exploitation by regularising their status, securing legal recognition of trafficking and slavery, understanding their rights and enabling skills such as negotiation with employers and understanding rights. We are one of the only nine non-statutory organisations in England and Wales with First Responder status, which gives us the ability to refer survivors into the National Referral Mechanism. As a charity, our services are paid for through fundraising and are free at the point of delivery.

The Legal Adviser will be an essential member of our legal team, working alongside a team of four other legal advisers, a Community Engagement Lead and a team of excellent volunteers. By providing high-quality legal advice to vulnerable clients you will transform lives and enable domestic workers to find routes out of dangerous and exploitative work.

We support our community to recover from trauma by convening a programme of information sharing events and by campaigning with our community to build solidarity, raise awareness and call for policy change that would prevent exploitation.

This is an exciting time to join Kalayaan as we develop new routes to help more exploited and abused workers find justice. Kalayaan has been instrumental in campaigning for reinstatement of the protections afforded by the 1998 Overseas Domestic Worker visa. We campaign for rights and protections for migrant domestic workers, many of which were stripped in 2012 by changes to their visa.

Our clients are mainly women from countries including the Philippines, Indonesia, Pakistan, India and Nigeria. They experience a range of abuses after being brought to the UK by wealthy employers including having their passports withheld, being misinformed about their visa status and made fearful of leaving, being underfed, unpaid or paid a minimal amount, made to work without rest during the week and throughout night hours to care for babies or the elderly, having food denied or eating scraps, being verbally, physically or sexually abused. Holding employers to account is made challenging by the fact that abuse goes on behind closed doors but when offered free and high-quality legal advice on visa regularisation and statutory rights, women are better equipped to find route to safety.

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KALAYAAN

Kalayaan achieved 60 Conclusive Grounds decisions on behalf of our clients last year giving clients the opportunity to extend their visa and recover from their ordeals. We offer a wide range of advice to our clients relating to their statutory rights as well as applying for Temporary Permission to stay following a Conclusive Grounds decision.

Job Specification

- Job title: Legal Adviser
- Hours
    - 5.6 hours per day for 5 days per week or
    - 7 hours per day for 4 days per week.
- Location: in-person at our offices in Holland Park with occasional Sunday hours and flexibility to work remotely if client needs allow.
- Salary: £30,000 to 37,500 depending on experience (full-time equivalent)
- Reports to CEO
- Benefits:
    - 5% pension
    - 36 days annual leave including bank holidays (pro-rated for part-time staff)
    - Flexible working in line with requirements of client work
    - Access to high-quality training and professional development
    - Employee Assistance programme with access to mental health advice and 121 support

Job Summary

The Legal Adviser's role is to advise migrant domestic workers who may have experienced exploitation, servitude and trafficking, securing referrals into the National Referral Mechanism; and to advise on routes to regularise status and reduce the risk of further exploitation. The Legal Advisor will work alongside experienced members of the legal team to gain specific expertise on supporting and advising migrant domestic workers.

Key Responsibilities

Casework

- Manage own caseload of clients requiring immigration advice and refer survivors of modern slavery and human trafficking into the National Referral Mechanism, securing Reasonable Grounds Decisions and Conclusive Grounds Decisions.
- Manage clients' expectations by discussing deadlines, outcomes and timing with emotional and cultural sensitivity.

- Adhere to standards set out by IAA/SRA to deliver high-quality advice
- Provide casework advice and representation with skill and sensitivity, keeping knowledge up to date and working to improve knowledge of immigration law and practice.
- Create and follow a training plan to ensure compliance with IAA CPD, keeping up to date with changes in law, policy and guidance to ensure clients receive accurate and high-quality advice.
- Complete forms, letters and immigration applications in line with deadlines.
- Liaise with and refer clients to Legal Aid solicitors or other advisers or specialist support services, as appropriate.
- Progress cases in a timely manner in line with regulatory requirements.
- Implement organisational priorities into day-to-day casework.
- Maintain clients' files and records in line with file management procedures, using our database to enable monitoring and evaluation of our work.

General

- Seek to continuously improve and deliver the best possible service to our clients and community.
- Ensure that all Kalayaan's policies and procedures are adhered to.
- Attend internal and external training as and when required.
- Participate in regular team meetings and file reviews.
- Collaborate with our policy advocates and Community Engagement Lead to share information about the issues our client group are experiencing.
- Attend the office at least three days per week (hybrid working).
- Act as a positive ambassador for Kalayaan and our community.
- Work with and delegate to volunteers as appropriate.
- Undertake any other duties that may be reasonably required.

Experience, Skills and Qualifications

Essential

- IAA level 1 accredited or above (further IAA qualification will be supported by Kalayaan) or a practising Solicitor with at least 2-years of immigration experience.
- Experience working sensitively with clients who have experienced trauma.
- Ability to work sensitively with vulnerable clients whose first language is not English.
- Ability to work independently while collaborating effectively with colleagues.
- Commitment to the aims of Kalayaan's work.
- Confident in Microsoft 365, SharePoint and casework management systems
- Experience providing legal advice and casework support.
- Strong advocacy and communication skills, with the ability to engage with stakeholders.

KALAYAAN

- Ability to work both independently and collaboratively within a small legal team.
- Excellent written and oral communications skills.

Desirable

- Lived experience giving insight into the experiences of migrant domestic workers including cultural understanding.
- Knowledge of modern slavery frameworks including the NRM and Modern Slavery Victim Care Contract.
- Experience referring clients into the National Referral Mechanism.
- Experience working within the charity or non-governmental sector.
- Experience working with asylum cases.
- Understanding of employment law and social security rights in relation to migrant workers.
- Proficiency in a language relevant to Kalayaan's client base; languages include Tagalog, Telegu, Hindi, Urdu, Bahasa Indonesian.
- Training in GDPR and safeguarding.
- Experience working for a small and busy organisation.

Personal Attributes & Competencies

- Compassionate, empathetic, and non-judgmental approach to working with vulnerable clients.
- Strong multi-tasking skills.
- Ability to prioritise a varied and busy schedule of tasks with strong time management.
- Resourcefulness, resilience and good problem-solving skills.
- A positive, collaborative, can-do attitude.
- Desire to continuously build professional competence.
- Organised, responsible, responsive and motivated with excellent attention to detail, especially in maintaining case records and managing workloads.
- Ability to work in a fast-paced and emotionally challenging environment.