

Legal Assistant (Employment)

Salary range: £28,000 - £30,000 FTE (per year, depending on experience)

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

Contract: Permanent

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

Location: Hybrid, with the option of remote-only work for an exceptional candidate

Reporting to: Head of Employment

About the Work Rights Centre

Work Rights Centre is a London-based 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.

Our legal advice team addresses the most urgent aspects of socioeconomic disadvantage. Every year we recover thousands of pounds in unpaid wages for workers who were exploited by unscrupulous employers, and support hundreds of people to understand and secure their status in the UK. As one of very few charities with legal expertise at the intersection of employment and immigration, we are leading the way in representing migrant workers on employer-sponsored visas, and have received ample media coverage for our advocacy in this space.

We're looking for an enthusiastic and well-organised individual with passion for social justice and aspirations to expand their legal skills to join the charity, and bring their energy and administrative skills to the employment legal team.

About the Legal Advice teams and the role

Our employment and immigration legal advice teams are the bedrock of the charity. Supervised by our Heads of Immigration and Employment, both experienced solicitors, our legal advisers provide free expert advice and casework. Common enquiries include assisting clients with recovering unpaid wages, challenging unfair dismissals, or supporting them in regularising their immigration status. Most clients are migrant workers, including those on sponsored and seasonal work visas, and marginalised Britons who work at the low-paid end of the labour market. Consequently, we employ a diverse, multilingual team, who can relate to clients' lived experience, and embody the charity's values of justice, mobility, and inclusivity.

As the Legal Assistant in the Employment Team you will have the opportunity to make a true impact on people's lives by assisting a team of dedicated solicitors bringing cases in the Employment Tribunal.

Responsibilities

1. Providing administrative and casework support to the Employment Legal Advice Team

Your main responsibility is to provide administrative and casework support to our busy Employment team of legal advisers and solicitors. This includes, but is not limited to, the following:

- Conducting a standardised assessment of employment client's needs, including employment issues, immigration status, literacy, and equalities data.
- Providing casework support, collating and filing evidence bundles, taking notes at hearings, communicating with Employment Tribunal and Courts as required
- Booking consultation appointments, providing reminders, obtaining and saving relevant documents, and supporting the collection of impact and client feedback data.
- Communicating with clients, courteously, professionally, and in a timely manner to ensure they are updated on case developments.
- Tracking deadlines to ensure adherence to Tribunal orders.
- Maintaining excellent case records, including well-organised case folders and recording of outcomes such as financial awards or tribunal decisions.
- Supporting the Employment legal team with any other ad-hoc operational duties. This may include booking outreach or training sessions, contributing to the development of templates, forms, or other materials which support the service.

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 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:

- Triage incoming client and other enquiries as required.
- Work with the wider team to support the delivery of strategic objectives and one-off projects as needed.
- Demonstrate a willingness and readiness to take on strategic non-legal work, for example delivery of outreach, or training.

General responsibilities

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

- Keep abreast of the overall work of the charity.
- Be competent in the use of IT software.

- Participate in regular supervisions and an annual appraisal, and to be committed to one's own professional development.
- 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

- You are working towards or have completed a qualifying law degree (LLB or GDL).

Knowledge and experience

- Some legal or administrative experience.
- Some experience of working in a client-facing frontline capacity.
- Some experience of working in a team, and progressing towards shared objectives.

Skills

- Excellent organisational and time-management skills.
- Ability to conduct legal research and draft legal correspondence.
- Ability to prioritise tasks and deliver in a timely fashion.
- Excellent attention to detail.
- Excellent written and verbal communication skills; ability to communicate legal information in a readily understandable way to lay persons.
- Good IT skills, including Word and Excel, and remote work systems.

Personal attributes

- Confident and resourceful, you enjoy client-facing work and are keen to support a team.
- Astute judgement, and ability to allocate time and resources effectively.
- Enthusiastic and proactive, you are self-motivated by a strong sense of justice.
- Collegial, you recognise the value of teamwork and shared objectives.
- You have a real commitment to social justice, and the aims and values of the Work Rights Centre.

Desirable

- Experience of working with a client management system.
- Lived or learned experience of the issues facing vulnerable migrants.
- Knowledge of a second language.

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

Please send a CV and cover letter to recruitment@workrightscentre.org by Sunday, July 19th. It is important to tell us why you think your experience and skills meet the specifications of this role, and why you would like to join our team. 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.

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), minimum 5% pension contribution (matched 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 trusts and foundations. Having started with zero capital in 2016, we now have long-term relationships with some of the best-regarded funders in the UK, including Trust for London, the Legal Education Foundation, the Paul Hamlyn Foundation, 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 eight years we have consistently increased our income and the size of our team. 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).