

Person Specification

Job Title:	Paralegal (Immigration & Asylum Law)
Service:	Legal Practice Unit
Reporting to:	Senior Solicitor / Caseworker and / or Head of Immigration & Asylum Law
Salary Range:	£27,000 per annum
Work Pattern:	Full-Time
Contract Type:	Permanent

Qualifications

1. Be accredited as a trainee caseworker / casework assistant / senior caseworker under the Law Society's Immigration and Asylum Law Accreditation Scheme **or** be willing and to undertake the relevant accreditation exams successfully. (E)
2. Have a law degree / other relevant legal qualification. (D)

Knowledge, Skills & Experience

3. Be able to work hard and with enthusiasm to deadlines including, where necessary, outside normal hours as part of a team in a shared office. (E)
4. Have a demonstrable commitment to working within the field of children's rights and/or migrant rights. (E)
5. Be able to deal and work with child and adult clients of a wide variety of cultural, ethnic and educational backgrounds. (E)
6. Be able to deal with clients in a sensitive, professional and compassionate way. (E)
7. Have excellent IT skills with the ability to work with a case management system and normal office IT systems. (E)
8. Have excellent written and verbal communication skills. (E)

9. Be able to work in an organised and methodical manner with initiative and a positive attitude. (E)
10. Be committed to high quality legal casework, advice-giving and client care. (E)
11. Be flexible and able to juggle several competing tasks at the same time. (E)
12. Be able to assist several different fee-earners in their work by undertaking steps on their cases. (E)
13. Be able to work within the Centre's policies, procedures and standards. (E)
14. Willingness to actively contribute and participate in team meetings, the wider work of the Centre and marketing and business development initiatives. (E)
15. Have a good up-to-date knowledge of immigration and asylum law, and experience working within an immigration legal aid practice. (D)
16. Experience of working in a solicitors' office or law centre, operating under the Lexcel standard. (D)
17. Experience of working with young people with mental health difficulties, those who have suffered trauma or who are facing challenging circumstances. (D)
18. Knowledge and experience of legal aid funded casework work, including billing procedures. (D)
19. Experience of time recording and file management. (D)
20. Experience of working with interpreters. (D)
21. Ability to attend seminars and other training events as recommended by your supervisors, sometimes after office hours. (D)

Behaviours and Values

22. A commitment to children's human rights and support for CCLC's aims. (E)

Please note: E = Essential, D = Desirable criteria