



Job Description and Person Specification

Post Title:	Immigration Solicitor
Contract Type:	Funded until March 2025 with a view to extend
Hours:	Full Time (35 hours per week)
Salary:	£35 - £40k
Place of Work:	Hybrid (Southall & Remote)
Responsible to:	Head of Community Engagement and Legal Services

Job Purpose:

- To provide expert, high-quality immigration advice and support to SBS staff, service users, partners and other agencies in relation to violence against women and girls (VAWG) and the barriers to safety posed by the no recourse to public funds (NRPF) condition.
- To provide individual consultations, advice surgeries and training to staff and agencies to help navigate the complexities of immigration processes.
- To help ensure the Organisation's compliance with immigration laws and regulations.
- To assist with educational, developmental, policy and campaigning work relating to immigration/NRPF casework.

Duties and Responsibilities

Job Responsibilities:

- Provide complex casework for victims of VAWG with insecure immigration status and NRPF.
- Ensure immigration status progression through the provision of accurate legal advice and advocacy.
- Support service users to understanding their legal rights and make informed decisions.
- Support advocates with immigration casework and NRPF issues.
- Progress casework with needs and risk assessments, safety plans and MARAC referrals.
- Engage with with internal and external service providers to promote user welfare.
- Ensure compliance with contracts, performance standards and reporting requirements.
- Maintain comprehensive case records as per SBS guidelines.
- Pursue professional development in Immigration/NRPF.
- Provide information for monitoring, evaluation, policy, research and training purposes.
- Facilitate referrals and coordinate support.
- Conduct outreach surgeries and develop marketing strategies for advice surgeries.
- Engage effectively with internal and external stakeholders.
- Comply with OISC standards.

General Responsibilities

- Maintain clear and adequate records of work done and produce reports on work programmes and activities as required.
- Be responsible for individual work plan activity and work with the team manager to set and agree on clear objectives, as well as regularly monitor performance against workplan requirements.

- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice and other literature relevant to the role.
- Participate in supervision, training and meetings as required and assist in the development of services in line with agreed development plans.
- Adhere to SBS's policies and procedures and ensure awareness and integration of an equalities and human rights agenda in all areas of work.
- Undertake any additional duties to contribute to the smooth running of the SBS centre, services, projects and campaigns.

It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.

This vacancy is restricted to Black and minoritised women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

We reserve the right to close these adverts early if we have sufficient interest, so early applications are encouraged.

Person Specification

Your application should give clear examples of experience, knowledge, skills, and abilities you have gained in both paid and/or unpaid (volunteer) work in relation to the Person Specification criteria.

Specification	Essential or Desirable
Qualifications and Experience	
Qualified solicitor with a valid practicing certificate.	E
Up to OISC Level 2 accreditation or willingness to achieve this	E
Experience in handling a variety of immigration cases, including asylum, human rights and domestic violence cases.	E
Experience of working with marginalised communities, such as those on Spouse Visas, EEA/EU nationals, asylum seekers, undocumented migrants and individuals with insecure immigration status, to address their legal needs and advocate for their rights.	E
Experience of working within a feminist legal framework and applying feminist principles to legal practice, particularly in the context of addressing gender-based abuse, inequality and discrimination.	E
Experience of conducting training sessions or workshops for legal professionals, activists or community advocates on immigration law and related issues.	D
Experience of conducting research and policy analysis on immigration issues, including producing reports and submissions to government bodies and international organisations.	D
Experience of engaging with media outlets and using public relations strategies to raise awareness of immigration issues and advocate for policy reform.	D
Familiarity with relevant case management and legal research tools such as OASIS, LexisNexis or Westlaw.	D
Knowledge	
In-depth knowledge and understanding of UK immigration law and policies.	E
Familiarity with relevant legal aid procedures and funding mechanisms.	E

Knowledge of relevant legislation and case law pertaining to gender-based violence, including the Istanbul Convention and the Domestic Abuse Bill.	E
Understanding of trauma-informed legal practice and experience in providing sensitive support to survivors of trauma and violence.	E
Understanding of the specific issues faced by Black, minoritised and migrant victims/survivors of VAWG in the context of immigration law.	E
Understanding of the impact of immigration policies on children and families, including issues related to family reunification and child safeguarding.	E
Experience of conducting strategic litigation and using legal advocacy to effect systemic change in immigration policies and practices.	D
Familiarity with community organising and grassroots activism, including experience in supporting community-led campaigns for immigrant rights and social justice.	D
Skills	
Excellent written and verbal communication skills, particularly in communicating complex legal concepts to clients with limited English proficiency.	E
Ability to work collaboratively with other legal professionals, support staff and external agencies.	E
Ability to utilise technology and digital tools to enhance legal services delivery, including online case management systems and virtual legal clinics.	E
Ability to adapt to changing legal landscapes and emerging issues in immigration law, including staying informed about recent legislative changes and judicial decisions.	E
Strong leadership skills and the ability to mentor and support junior staff members, volunteers and interns within a legal team.	D
Other	
Commitment to promoting social justice and challenging discrimination within the immigration system.	E
Commitment to promoting equality, diversity and inclusion within the community and challenging systemic barriers to justice.	E
Demonstrated commitment to ongoing professional development, including participation in relevant training programs, conferences, and seminars on immigration law and related topics.	E
Demonstrated commitment to anti-racist and anti-oppressive practice, including experience in challenging institutional racism and advocating for racial justice within the legal system.	E