



## **ISLINGTON LAW CENTRE**

### **JOB DESCRIPTION**

**Post: The Migrants' Law Project Solicitor, Caseworker, or Barrister**

**Full time - 35 hours per week**

**Starting Salary: Salary Band £34,986 - £38,404**

**A salary of £44,373 may be considered for those at Supervisor level with high levels of experience and expertise**

The Migrants' Law Project (MLP) is a public law and public legal education project, based at Islington Law Centre, that works to protect and promote the rights of asylum seekers, refugees, and migrants in the UK. Established in 2010, we have become a leader in strategic legal work in the field, developing a model of best practice in using strategic legal tools and strategies to seek justice for this vulnerable and marginalised group. Our successes have included challenging the fairness of the Detained Fast Track, and facilitating safe and legal routes to family reunion for children and young people fleeing persecution, separated from their families and trapped in Europe or outside Europe. More information about our work can be found here: <https://themigrantslawproject.org/cases/>.

This is an exciting opportunity for a solicitor, barrister, or caseworker to join a small, dynamic, supportive team and be supported to develop your practice in strategic legal work. The role will focus on a mixture of cases relating to our current priority, family reunion in the broadest sense, as well as working on identifying areas where unlawful conduct or practice may be addressed through strategic legal action. We are seeking a solicitor, barrister or caseworker, to undertake advice and representation (including through litigation which may be high profile) and liaise with stakeholders to ensure that the strategic aims of this work are fulfilled.

The post holder will work closely with the MLP staff group and Islington Law Centre (Immigration Unit) lawyers.

### **1. Project Responsibilities**

The post holder will share responsibility with the MLP staff team, and partner organisations to ensure that:-

- There is a clear focus on agreed priority areas of work and that cases are taken in line in with those priorities.
- Relevant stakeholders are engaged in developing the work so that they can participate as effectively as possible.
- The MLP does not duplicate work being delivered elsewhere but is able to collaborate where appropriate.
- The lessons and successes of the MLP are disseminated and are able to be applied as widely as possible.

## **2. Casework**

The Islington Law Centre asylum and immigration team, which has been awarded a Category 1 independent Peer review from the Legal Aid Agency.

The post holder will, with support from the team also working on this issue:-

- Provide high quality advice and representation for clients, NGOs, practitioners and other groups as appropriate.
- Conduct and co-ordinate immigration/asylum/public law casework and litigation on behalf of organisations and individuals.
- Conduct legal research where necessary.
- Record all work undertaken and carry out billing, ensuring all income is accounted for on each case.
- If the postholder holds Supervisor accreditation, and is appointed as a Supervisor, your responsibilities will include the full responsibilities of a Supervisor, including responsibilities for the work of people under their supervision.
- The post holder will be expected to carry out their casework with a high degree of professionalism, and to conduct their work in such a way as to meet relevant external standards (e.g. Law Society, Solicitors Regulation Authority, OISC and Lexcel). S/he will also be expected to meet the Law Centre's performance targets in relation to time recording.

## **3. Training and Information Work**

The post holder will share responsibility with the other members of the legal team and the Training and Outreach Officer to:-

- Develop and disseminate relevant information on legal developments in this area for relevant stakeholders, supported by the team
- Attend and contribute to relevant meetings
- Prepare and deliver training

## **5. General**

The post holder will:-

- Contribute to the fulfilment of any reporting requirements to funders, the LAA, Law Centre and others.
- Undertake general administration.
- Represent the MLP externally as necessary.
- Undertake other tasks appropriate to the role as necessary.
- Attend staff, ILC immigration unit and ILC Management Committee meetings, when necessary.

- Occasionally travel outside the UK at short notice and be willing to work outside office hours where necessary. Time off in lieu and overtime are available where appropriate.

## **6. ADMINISTRATION**

The post holder will:-

- Record their own work and to participate in the evaluation and review of the work of the MLP and the wider Law Centre.
- Lexcel - all Centre workers are required to participate in the procedures developed in response to Lexcel requirements e.g. regularly reviewing and recording review of own files.
- The post holder may also be required to carry out a share of administrative tasks whether related to individual casework and non-casework; to carry out own typing and word-processing use and participate in the development of the use of the computers for tasks e.g. legal precedents, information retrieval systems, client records system and mailing lists.

## **7. TEAM WORK, DECISION MAKING AND MANAGEMENT**

- The post holder will be expected to attend MLP team meetings and Islington Law Centre staff and Management Committee meetings, specialist immigration unit meetings and participate in consultation and decision making. S/he will carry out their duties in accordance with the Law Centre's policies.
- The post holder will be part of the MLP staff team.
- The post holder will work closely with the MLP lawyers and other staff and, depending on experience, will report to the MLP's senior solicitor.
- All Centre workers who are solicitors have a responsibility to support casework supervision of non-legally qualified staff, and comply with the Solicitors Accounts rules in accordance with the professional practice rules for solicitors.

## **8. PROMOTION OF THE LAW CENTRE'S POLICIES**

### **Equality and Diversity**

The Law Centre's clients are largely on low incomes and come from a diverse range of minority ethnic groups. The post holder will be expected to show a particular interest in working with this type of client group and to show an understanding of equal opportunities issues including the promotion of equality

### **Confidentiality**

The post-holder will be required to comply with the Law Centre's confidentiality policy in relation to client information. They will also be expected to ensure that commercially sensitive information is treated confidentially.

### **Health and Safety**

The post holder will be required to abide by the Law Centre's Health and Safety policy and to ensure that they conduct their duties with due regard to their own health and safety and that of other people.

***This job description is not exhaustive and as such, the post-holder will need to be flexible, and to carry out all reasonable requests. However, any substantive changes will only be made following discussion with the post-holder and the provision, as appropriate, of further training.***