

Locum Legal Officer - Migrants Law Project

Job Title:	Locum Legal Officer
Location:	Asylum Aid, 26 - 30 Westland Place, London N1 7JH
Responsible to:	Head of Migrants Law Project
Hours:	9 – 5.30pm, 37.5 hours per week (full time)
Salary:	£43,000
Start date:	From 20 October 2025
Contract length	2 months, with a possibility of an extension

BACKGROUND

For over thirty years, Asylum Aid has been providing legal representation to some of the most vulnerable people seeking asylum. We have built an expert service, delivering vital and life-saving services in some of the most complex legal cases, with a particular speciality working with unaccompanied children, survivors of trafficking, torture or other forms of human cruelty, and stateless people. Our vision is that all those in need of protection from persecution and other forms of human cruelty in the UK can obtain it, and are treated fairly and with dignity.

Since August 2020, Asylum Aid has been part of the Helen Bamber Foundation Group. Asylum Aid operates as an independent charity, led by its own Director within the group structure, and is ambitious about growing its impact and reach in the future to ensure protection from persecution for those who need it.

Equity, Diversity & Inclusion

Our commitment to principles of equity, diversity and inclusion is an integral part of our approach to our clients, our volunteers and our staff, and we are an equal opportunities and Living Wage employer.

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We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.

We genuinely welcome and encourage applications from candidates from range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma who are under-represented in our organisation.

We recognise and value the role of lived experience in meeting the needs of our clients and acknowledge the under-representation of people with lived experience of forced migration, statelessness and trauma in the refugee and migration sectors. We value experience gained overseas as well as in the UK and you will receive full training to enable you to transfer your knowledge and skills to the UK context.

OVERVIEW OF THE ROLE

This role is based within the Migrants Law Project. We are looking for a locum practising solicitor with substantial experience of litigation OR a practising barrister with experience of conducting casework (including litigation) within a solicitor-led agency OR a caseworker with significant experience of litigation. This is an **interim** role until the permanent role is recruited. Applicants are welcome to apply for the permanent position even if not successful for the temporary role.

MAIN DUTIES AND 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.

Casework

Asylum Aid 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:

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- 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, Immigration Advice Authority and Lexcel). They will also be expected to meet performance targets in relation to time recording.

Training and Information Work

The post holder will share responsibility with the other members of the legal team 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.

Administration

The post holder will:

- Contribute to the fulfilment of any reporting requirements to funders, the LAA, Asylum Aid management team and others.
- Undertake general administration.
- Represent the MLP externally as necessary.
- Undertake other tasks appropriate to the role as necessary.
- Attend Asylum Aid staff, and any relevant meetings of the Helen Bamber Foundation Group 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.
- Record their own work and to participate in the evaluation and review of the work of the MLP and the wider team at Asylum Aid.

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- Lexcel - all legal staff 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.

Teamwork, decision making and management

- The post holder will be expected to attend MLP team meetings and Asylum Aid staff meetings and any relevant meetings of the Helen Bamber Foundation Group and participate in consultation and decision making. S/he will carry out their duties in accordance with Asylum Aid'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 Asylum Aid staff 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.

PERSON SPECIFICATION

Essential

You should have:

- Knowledge of domestic and international human rights and EU law and policy and their application in practice, including principles and practice relating to judicial review proceedings.
- An awareness of domestic and international human rights law and practice as it relates to migrants generally is also necessary.
- Experience of meeting case management standards and performance targets.
- Experience in managing a litigation caseload.
- Understanding of different costs regimes and how to maximise costs.
- Good problem- solving skills with an ability to think innovatively.
- Ability to balance legal, strategic, policy and pragmatic issues.
- Excellent ability to analyse complex factual and legal situations and decide or advise as to the critical path that should be followed.
- Ability to communicate clearly and effectively both orally and in writing to a broad range of people and organisations.
- Good problem-solving skills with an ability to think innovatively.
- Ability to balance legal, strategic, policy and pragmatic issues

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- Excellent ability to analyse complex factual and legal situations and decide or advise as to the critical path that should be followed.
- Ability to be self-servicing including typing, preparation of documents and managing cases effectively; good time management and organisational skills.
- Good IT skills, including email, word processing, and ability to learn basic functions of spreadsheets and databases.
- Ability to work under pressure when necessary.
- Evidenced commitment to the enforceable rights of migrants, including asylum seekers.
- Ability to work effectively as part of a team, while being able to work independently and show initiative Experience of working with small, specialised teams.
- Commitment to the promotion of equality, diversity and inclusion.

Desirable:

- Accreditation at Level 3 OISC and Level 2 of the Law Society's Immigration/Asylum Accreditation Scheme.
- Experience of conducting judicial reviews
- Accreditation at Level 2 of the Law Society's Immigration/Asylum Accreditation Scheme (for solicitors and barristers but essential for caseworker)
- IAAS accredited Supervisor
- Understanding of different costs regimes and how to maximise costs

APPLICATION PROCESS

The first stage is to complete on our online application form on our website **by 9am on 9th October 2025**.

The website form will ask you to:

1. Upload a short covering letter. Please tell us why the position appeals to you, and how your relevant skills and experience, including any voluntary experience and lived experience, matches the listed responsibilities and person specification. Please also state in your covering letter when you would be available to start the role.
2. Upload your current CV
3. Complete an online Equal Opportunities monitoring form – completion of this form will help us ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. The questions are entirely optional, and this information will not be available to members of the selection panel.

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SELECTION PROCESS

We will invite candidates to an in-person interview on **Wednesday 15th October** at Asylum Aid's offices in Old Street.

We offer a guaranteed interview for refugees, stateless people and others with lived experience of forced migration, provided that they meet at least 50% of the essential criteria, where practical.

ELIGIBILITY

Please note that the successful candidate must have the right to work in the UK (as a small charity we do not have the capacity to sponsor work visas).

Successful candidates will also be subject to a DBS check. If appointed, you will also be required to give your consent to the charity to receive regular updates on your criminal records status throughout your employment and to disclose any relevant convictions incurred during your time with us.

ADJUSTMENTS

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@helenbamber.org.

EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for an independent and confidential support for your job application from the Experts by Experience Employment Network and access other information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application. (www.ebeemployment.org.uk).

In setting the salary regard has been had to average sector pay and the NCJ and NICVA payscales.



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