

Immigration and Public Law Solicitor

Job Title:	Immigration & Public Law Solicitor
Location:	Asylum Aid, 26 - 30 Westland Place, London N1 7JH
Responsible to:	Public Law Supervisor
Hours:	Permanent, full time (37.5 hours) (part-time and flexible working considered, minimum 0.8FTE)
Salary:	£34,000 p.a. to £38,000 p.a. (dependent on experience)
Start date:	Immediately, subject to references
Benefits	Annual Leave: 27 days plus bank holidays (increasing to 29 days after three years of service, and to 30 days after five years of service) plus up to 4 discretionary days for the winter closure period Winter closure period: two week winter closure period where the charity is closed Pension: 4% matched contribution by the Helen Bamber Foundation Group Enhanced pay: Enhanced maternity, paternity, adoption and Family Reunion pay Flexible working practices: we care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance Monthly group Clinical supervision for all staff Hybrid working: 40% office presence Three days of wellbeing leave to be taken at short notice in each calendar year (pro rata for part-time staff) Occupational health assessments as necessary to understand how we can support and make reasonable adjustments Training and learning opportunities Employee assistance programme which includes counselling service, wellness advice, legal and money advice

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.

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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.

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

The ideal candidate will be a solicitor and IAAS accredited senior caseworker, with experience of immigration legal aid work and of running judicial review challenges, particularly in the immigration and asylum context.

As a Public Law fee earner, you will be responsible for managing a caseload of asylum, trafficking, human rights and related public law claims. You will run your own immigration caseload, delivering high quality legal services on the full range of immigration and welfare issues that affect refugees, asylum seekers and survivors of trafficking and torture in the UK. Therefore, experience of working with vulnerable clients, including victims of trafficking and other human rights violations, is highly desirable.

At Asylum Aid we seek to use public law to increase the impact of our work to the benefit of all those seeking protection in the UK. As well as bringing judicial review claims on behalf of individual clients, you will have the opportunity to work with the Public Law Supervisor and other team members to develop strategic legal challenges with the aim of achieving wider benefits. Asylum Aid aims to collaborate with other organisations in the sector to make best use of the limited resources that we have available. You will be invited to attend meetings in the sector on behalf of Asylum Aid and contribute to strategy conversations.

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There will be scope within the role to take on deputy supervision responsibilities, subject to experience and interest in developing this side of the role.

This is a good opportunity for a self-starter to influence the growth and development of the Public Law team and contribute to the wider strategic development of Asylum Aid.

As is the nature of this sector, the role will be exposed to a high volume of traumatic and distressing material and, whilst they will be supported by the Public Law supervisor and surrounding team, they should also be able to demonstrate knowledge of good self-care principles in an intense work environment and dissemination of those principles to junior members of the team.

MAIN DUTIES AND RESPONSIBILITIES

Legal Casework

- Work closely with the Public Law Supervisor, Director of Legal Casework and Asylum Aid Executive Director to develop a public law caseload and drive change through strategic litigation;
- Provide legal advice and representation to clients on asylum and human rights claims, and on judicial review challenges pertaining to asylum and immigration matters and the treatment of asylum seekers and other migrants;
- Identify common problems and issues from the wider team's caseload which are suitable for strategic challenges;
- Contribute to internal strategy discussions
- Attend external meetings on behalf of AA and contribute to strategy discussions within the wider sector
- Where appropriate, apply for LAA Case Funding through the CCMS, obtain appropriate costs and scope extensions, and submit claims for payment;
- Ensure that legal aid and other income is maximised, and targets are achieved;
- Maintain client files and records in line with file management procedures;
- Provide technical supervision and training in judicial review procedure to other staff where necessary.

Other duties:

- Contribute to the development and implementation of Asylum Aid's strategy;
- Comply with professional standards and accreditation.
- Keep abreast of relevant developments in asylum/immigration law and practice, as well as judicial review procedure in the Administrative Court and Upper Tribunal;
- Ensure that any reporting and monitoring requirements are met in full;
- Use the evidence base generated to identify strategic challenges that can feed into wider policy, research and campaigning work.
- Assist, inspire and support colleagues in carrying out their duties;
- Attend and actively participate in staff and legal team meetings;
- Attend and actively participate in internal and external meetings, events, and training sessions as appropriate;
- Play a full part in the development of Asylum Aid generally;
- Adhere in full to all Asylum Aid's policies and procedures;
- Respect for client confidentiality at all times in line with Asylum Aid's confidentiality

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- agreements and consent forms;
- Undertake any other related activities as required.

PERSON SPECIFICATION

Essential

- Authorised litigator (qualified solicitor or barrister with authorisation to conduct litigation) or will qualify within 6 months of appointment;
- At least two years' experience of maintaining a caseload of judicial review claims in the Administrative Court and Upper Tribunal, as well as complex asylum, immigration and human rights cases in line with the Immigration Advice Authority (IAA) and LAA regulatory requirements;
- Senior Caseworker (Level 2) accreditation under the Immigration and Asylum Accreditation Scheme (IAAS), or the skills and experience to attain accreditation within 3 months of appointment;
- Good working knowledge of the law and policy as it relates to public law issues in immigration and asylum law and of judicial review practice and procedure in the Administrative Court and Upper Tribunal (IAC);
- Experience of having conduct of appeals in the First Tier Tribunal and the Upper Tribunal, including working collaboratively with counsel;
- Experience of undertaking publicly funded work under a legal aid contract, including of Exceptional Case Funding, in the immigration and asylum category and/or the public law category;
- Experience of using the LAA's Client and Costs Management System to apply for legal aid certificates, extend costs and scope limitations, and submit claims for payment on certificated matters;
- Experience of obtaining inter partes costs and instructing costs draftspersons;
- Experience of working with a Case Management System;
- Experience of achieving billing targets;
- The ability to work autonomously, prioritise workloads and meet deadlines;
- The ability to deal empathetically and supportively with migrants, refugees and asylum seekers;
- The ability to communicate effectively in English, verbally and in writing, with people from a wide range of backgrounds.
- Commitment to the promotion of equality, diversity and inclusion.

Desirable:

- Experience and understanding of representing victims of trafficking within the NRM Procedure;
- Experience of strategic litigation relating to the treatment of migrants, refugees and asylum seekers;
- Experience of representing clients in detention and making urgent interim relief applications challenging removals and unlawful detention
- Experience of designing and delivering training to others;
- Necessary experience and skills to meet the LAA public law supervisor standard;
- Experience of contributing to policy work such as drafting consultation responses or attending external stakeholder meetings.

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APPLICATION PROCESS

The first stage is to complete on our online application form on our website **by 9am on 17 November 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.

SELECTION PROCESS

We will invite candidates to an initial 15-minute online screening meeting in the week commencing 24 November followed by shortlisted candidates attending in-person interview in the week commencing 1 December.

In advance of the in-person interviews, we will provide you with some interview questions so that you can prepare. We will also ask you some questions which you will not have prepared. We will also ask you to complete a short written exercise on the day.

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.

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Immigration
& Asylum



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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