

ASYLUM AID

Immigration and Public Law Solicitor
Job Description
Nov 2026

ASYLUM AID
protection from persecution
PART OF THE HELEN BAMBER GROUP

OUR HISTORY AND PURPOSE

For over 35 years, Asylum Aid has supported survivors of trafficking and torture, stateless people, unaccompanied young people, and families separated through war and conflict, taking on cases that are considered too complex or lengthy within the legal aid system. We combine high quality legal work with a trauma informed approach, recognising the impact of human cruelty, displacement and systemic injustice on our clients' ability to navigate the asylum process.

Since August 2020, Asylum Aid has been part of the Helen Bamber Foundation Group, strengthening our collective impact through complementary expertise in legal representation, policy, and survivor support.

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.

ABOUT US

Our Values:

At Asylum Aid, our work is grounded in:

- **Excellence**: We strive to be the best we can be in our work.
- **Courage:** We advocate bravely for human rights and are not afraid to speak out against injustice.
- **Collaboration:** We proactively seek opportunities for partnerships, for sharing knowledge, and for joint work.
- **Integrity:** We are honest, open, respectful, and professional in all our dealings with our clients, partners, other stakeholders and each other.
- **Equity:** We are committed to promoting equity, diversity and inclusion within our organisation and in our dealings with our clients, volunteers and partners.

EQUITY, DIVERSITY AND 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.

ABOUT THE ROLE

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. Experience of working with children and young people is also 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 Supervisors 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.

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 Children and Young People team and contribute to the wider strategic development of Asylum Aid.

As is the nature of this sector, the role holder will be exposed to a high volume of traumatic and distressing material and, whilst they will be supported by their 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 Supervisors, 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 and undertake all duties in line with Asylum Aid's ethos and mission;
- 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 agreements and consent forms;
- Maintaining the values of the charity and positively promoting the work and activities of the charity at all times
- Undertaking any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Championing diversity and inclusion in your role at all times.

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.
- Commitment to Asylum Aid's values and mission.

Desirable

- Experience and understanding of representing children, including age-disputed children in age dispute judicial reviews
- 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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REPORTS TO

You will report to the **Public Law Supervisors (Public Law team and Children and Young People team)**

SALARY

£ 35,000 - £43,000 p.a. (dependent on experience)*

HOURS

9 – 5.30pm, 37.5 hours per week (full time)
Hybrid working: 40% office presence

LOCATION

Old Street, London

START DATE

Jan 2027

**** Asylum Aid is committed to showing the salary for all advertised roles and not negotiating salaries for roles, in light of evidence that this contributes to structural inequality.***
Our policy is that all appointments will be at the start of the salary range but successful candidates will have the opportunity to move up the scale over time. The progression up the salary range is reviewed on an annual basis and subject to affordability.

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



Wellbeing support

Three wellbeing days a year (pro-rated for PT staff), a confidential 24/7 helpline through our Employee Assistance Programme, a 2 week winter-closure period, free fruit in the office, free flu jabs, corporate eyecare scheme and much more!



Training & development

An individual training budget on training for you and monthly Lunch and Learns with external and internal speakers



Employer pension contributions

We provide competitive pension contributions of 4%



Group reflective practice

We offer monthly group reflective spaces for all staff.



Reasonable adjustments

Occupational health assessments as necessary to understand how we can support and make reasonable adjustments



Family friendly policies & work life balance

We care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance. We also provide enhanced maternity, paternity, adoption, family reunion and shared parental leave



Sabbatical Leave

Opportunity to apply for sabbatical leave after three years of service (conditions apply)



Employee experience

We have an Equity, Diversity, Inclusion and Belonging Working Group, monthly staff meetings, and three staff away days a year!

HOW TO APPLY

The first stage is to complete on our online application form on our website **by 10:00 am Monday 23rd Nov 2026.**

The website form will ask you to:

- 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. This information can be shared in one of four different ways:

    1. Written A4 (No more than 2 sides of A4)
    2. PowerPoint (No more than 3 slides)
    3. Audio recording (No more than 5 mins) *
    4. Video Recording (No more than 5 mins) *

* if you send in your cover letter in one these formats, please do not upload this to our website but email it to jobs@helenbamber.org.

- Upload your current CV

- 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.

TIMELINE

Closing date: **10:00 am 23rd Nov 2026**
Preliminary interviews (online): **2nd Dec 2026**
Final panel interviews (in person): **7th or 8th Dec 2026**

SELECTION PROCESS

We will invite candidates to an initial 15-minute online screening meeting week on **2nd Dec 2026** followed by shortlisted candidates attending in-person interview on **7th or 8th Nov 2026.** We will also ask you to complete a short exercise before or on the day.

At Asylum Aid we want to be transparent about what kind of qualities we are looking for and build trust from the very beginning of your journey with us. The first step is your interview, and we mean 'your' interview so we will provide you with your interview questions ahead of the interview. This will allow you time to prepare, and ensure you have your best examples in mind.

We offer a guaranteed initial interview for refugees, stateless people and others with lived experience of forced migration, provided that they can provide some evidence of the relevant experience or skills in relation to the essential criteria.

We regret that we can only respond to applicants who make it to the interview stage.

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 would like to discuss any specific requirements, please get in touch with us at jobs@helenbamber.org.

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).

SAFER RECRUITMENT

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to make sure that all persons appointed are suitable to work with our children and adults. The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Successful candidates will also be subject to a DBS check. This role will require disclosure of both the adult and child barring lists.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. You will also be subject to a public online search.

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 refugee and migrant 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 seek independent and confidential support with your job application from the Experts by Experience Employment Network. They can help you in preparing your job application by providing one-on-one mentoring support to review your CV, cover letter or provide interview preparation. To request job application support or general one-to-one career advice and mentoring, please click here.

STATEMENT ON ARTIFICIAL INTELLIGENCE (AI) AND RECRUITMENT

At Asylum Aid we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.
Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you – we want to hear from you.

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

TO FIND OUT MORE

To find out more about this role, please contact jobs@helenbamber.org.

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Registered office: 26 Westland Place, London N1 7JH.