**JOB DESCRIPTION**

**Title of Post:** **Immigration Paralegal**

**Hours:** 35 per week

### Salary: £25,000 pa plus auto enrolment pension

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**Reports to:** Supervising Immigration Solicitor

**Objectives of the post**

The successful candidate will assist 3 members of our busy community-facing immigration team with running their caseload. This is a junior position which would suit someone with a particular interest in immigration and legal aid, who is looking to gain some hands-on experience in the field.

Individuals with a commitment to work in publicly funded immigration and asylum in particular will benefit from both the casework and administrative experience gained in terms of pursuing future careers as a solicitor or at the Bar.

We particularly welcome applications by individuals from under-represented groups within the profession, including individuals with lived experience of the immigration system, individuals with a disability, and individuals from a less privileged background.

### Main Responsibilities

The duties and responsibilities of the successful candidate will vary depending on the needs of the team. However, they include:

* Opening files, including completing legal aid forms and assisting with means-assessing clients
* Assisting fee earners with applications for Exceptional Cases Funding
* Assisting fee earners with drafting applications for extensions to costs and disbursements limits
* Assisting fee earners to maintain their files updated and in good order
* Assisting fee earners to prepare files for billing
* Reviewing and organising evidence in support of applications and appeals
* Copying, scanning and uploading documents in support of applications
* Scanning documents for the team generally, including case documents and training materials to maintain electronic records of files with a view to initiating the process of paperless files
* Preparing application and court bundles
* Attending court to issue urgent applications if necessary
* Drafting standard letters to clients, the Home Office, Tribunals, experts and other third parties, to be reviewed and approved by fee earners
* Assisting fee earners with Home Office and Tribunal online processes
* Assisting fee earners with legal and country research
* Obtaining data disclosure requests
* Updating client details with the Home Office and other relevant third parties
* Liaising with clients, the Home Office, Tribunal, interpreters and experts, including to arrange appointments and chase the progress of cases
* Attending conferences and court

**Data Protection**

To ensure adherence to Islington Law Centre’s Data Protection Policy and Procedures.

**Other**

* To attend and participate in Law Centre team and other meetings as requested
* To attend other ad hoc meetings when necessary
* To assist with the organisation of and participation in the Law Centre’s seminars and training events
* To attend out of hours meetings when necessary
* To carry out the functions of the post with proper regard to ILC’s Equality and Diversity Policy
* To always act in an ethical manner that upholds the good reputation of Islington Law Centre