



JOB DESCRIPTION

Title of Post:	Immigration Solicitor/Senior Caseworker IAAS Level 2 or above accreditation
Hours:	35 per week
Salary:	Solicitor -£42,400 to £46,700 depending on experience + Auto-enrolment Pension Senior Caseworker - £40,000 - £44,000 depending on experience + Auto-enrolment Pension
Reports to:	Director

Objectives of the post

To provide high-quality immigration legal advice and representation service for the local community.

Main Responsibilities

1 Casework

- 1.1 To provide high quality legal advice and representation in immigration and related fields for individual clients.
- 1.2 To meet casework and income targets set by the Law Centre.
- 1.3 To create a culture of client care in terms of service delivery in line with a quality service.
- 1.4 To undertake outreach work as required.

2. Compliance & Regulation

- 2.1 If a Solicitor, to maintain a Practising Certificate in your own name; if a Senior Caseworker, to maintain IAAS accreditation and OISC registration as well as and any other accreditation relevant to the role.

2.2 To ensure compliance with the Solicitors Regulation Authority/OISC requirements as appropriate. This includes maintaining a Personal Competence record of all personal objectives in terms of training and development needs and any courses or training undertaken to evidence compliance.

2.3 To hold a Disclosure & Barring Service (DBS) certificate at enhanced level (if working with children) - the Law Centre can arrange this for the successful candidate, but employment is contingent on a clear certificate being obtained.

3. Operational Management & Performance

3.1 To ensure Legal Aid income is maximised.

3.2 To organise and ensure cases are progressed in a timely way, reported and closed to ensure regular cash flow.

3.3 To ensure all activity is entered onto the Law Centre case management system to enable accurate reporting and to maximise income.

3.4 To comply with all Lexcel requirements as set out in the office manual.

3.5 To meet annual billing and other targets as required.

4. Data Protection

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

5. Other

5.1 To attend and participate in Law Centre team and other meetings as requested.

5.2 To attend other ad hoc meetings when necessary.

5.3 To assist with the organisation of and participation in the Law Centres seminars and training events.

5.4 To attend out-of-hour meetings when necessary.

5.5 To undertake other tasks as directed relevant to the post.

5.6 To carry out the functions of the post with proper regard to ILC's Equality and Diversity Policy.



5.7 To always act in an ethical manner that upholds the good reputation of Islington Law Centre.