
Title of Post:	Immigration Solicitor
Hours:	35 per week
Salary:	£42,400-£46,700 depending on experience; Auto-enrolment Pension
Reports to:	Director

Objectives of the post

- To provide a high-quality immigration legal advice and representation service for children and young people seeking asylum in the UK.
 - To drive a strategic approach to legal issues arising from MiCLU's work, up to and including litigation.
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Main Responsibilities

1 Casework

- 1.1 To provide a high quality advice and representation service in immigration and related fields for individual clients.
- 1.2 To undertake casework and litigation in a child-centred and trauma-informed manner.
- 1.3 To meet casework and income targets set by the Law Centre.
- 1.2 To create a culture of client care in terms of service delivery in line with a quality service.
- 1.3 To engage with, consult, and be informed by children and young people with lived experience of the asylum system.

2. Compliance & Regulation

- 2.1 To maintain a Practising Certificate in your own name and any other accreditation relevant to the role.
- 2.2 To ensure compliance with the Solicitors Regulation Authority requirements. 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 undertake file reviews to comply with Legal Aid contractual requirements.

3. Operational Management & Performance

- 3.1 To ensure that work incorporates the views and expertise of children and young people with lived experience of the UK's immigration and asylum systems.
- 3.2 To ensure Legal Aid income is maximised.
- 3.3 To supervise and support the development of junior staff within the department.
- 3.4 To organise and ensure cases are progressed in a timely way, reported and closed to ensure regular cash flow.
- 3.5 To ensure all activity is entered onto the Law Centre case management system to enable accurate reporting and to maximise income.
- 3.6 To comply with all Lexcel requirements as set out in the office manual.
- 3.7 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 wider sector-based strategy meetings as required.
- 5.3 To attend meetings out of hours when necessary.
- 5.4 To assist with the design and organisation of and participation in the Law Centre's seminars and training events.
- 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.