



Candidate Information

**Immigration Adviser/Lawyer
(Full-time & Part-time)
IMMIG-05-23**

May 2023



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Background Information

Immigration legal help has never been more important. If you want to help us to uphold the rights of all those seeking sanctuary in NI, then we'd love to hear from you.

The Migration Justice team at Law Centre NI use legal and policy advocacy to uphold the rights of people affected by the immigration system in NI. The Migration Justice team leads the work of the Refugee & Asylum Forum in NI and our policy advocacy draws heavily on our community engagement and our legal expertise. You will join a team comprising our Head of Policy & Research, Community Engagement Officer, Head of Immigration (senior immigration lawyer), and our other immigration legal officers. The immigration work in the Migration Justice team focuses on refugee resettlement, asylum and trafficking.

Since 1977, Law Centre NI has worked to advance social justice in NI. In 2021, the Law Centre was the winner of the Regional Legal Aid Firm/Not for Profit category in the *Annual Legal Aid Lawyer of the Year Awards*.

Our clients are amongst the most disadvantaged in our society. We're committed to working across all communities, using the law to transform peoples' lives. We have a strong track record of strategic litigation that brings about wider change and you can read more about this in our recent [Impact Reports](#).

Our legal work is the foundation of all our policy work and we draw on our direct legal experience to make sure that decision-makers and policy-makers know and understand the impact of how law and policy is working on the ground. Our work is cross-cutting and dynamic, and you will have an opportunity to make a real and lasting change.

As well as directly supporting people who need legal help, Law Centre NI also serves as a legal referral agency for other organisations. As a referral agency for the advice sector and other organisations, we support colleagues in the sector in their day-to-day frontline advice and support work.

We give free, independent legal advice, casework and representation before the tribunals and courts, including in the higher courts. We also provide extensive training and information support to the advice network across NI through training and webinars, conferences, and legal information resources. We also make public legal information resources available so that everyone understands their legal rights.

At LCNI, you will also be part of a wider network of law centres as LCNI is a member of the Law Centres Network.

LCNI is Lexcel-accredited and regulated by the OISC. The legal work of LCNI is led by the Director of Legal and Senior Solicitor.

As a charity, LCNI is registered with the Charity Commission NI and is governed by a Board, all of whom give their time and expertise freely in support of LCNI's mission.

About the Jobs

To expand our services, we are seeking OISC qualified specialists and lawyers to increase the capacity of our existing Migration Justice team. These are permanent posts, subject to ongoing funding and are available for an immediate start. The immigration work at LCNI is cutting-edge, challenging and deeply rewarding.

Your work will span initial legal advice and outreach and you will have responsibility for managing your own caseload, including pursuing cases and providing representation. Working with the team you will help to identify strategic litigation that seeks to achieve wider change. You will have the opportunity to be part of our policy advocacy which is grounded in the direct experience of our legal work, and you will produce legal information resources and training that help people to understand their rights.

The immigration work at the Law Centre sits alongside our social

Thank you for your interest in joining us to support our work and we look forward to hearing from you.

security law and our employment law and labour exploitation teams.

As a member of the Migration Justice team at LCNI, you will work under the direct supervision of the senior lawyer (Head of Immigration) and you will benefit from excellent training and development opportunities. For OISC Level 2 candidates, Law Centre will provide opportunity to progress to OISC Level 3.

We're looking for committed, enthusiastic and skilled immigration professionals who share our values and our commitment to use law to transform lives. If that sounds like you and you're self-motivated with the passion, skill and resilience to stand for some of the most disadvantaged in our communities, we'd love to hear from you.

For more information and details of how to apply, please visit <https://www.lawcentreni.org/careers>

General Candidate Information

These posts may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on LCNI terms.

LCNI has a hybrid working policy and this post is available for hybrid working, subject to application.

A reserve list may be drawn up from this competition for a period of up to one year.

Holiday entitlement is 24 days annually, building to a maximum of 30 days (pro rata). This is in addition to 14 statutory and other days (pro rata). The leave year runs from April – March. The successful candidate will be subject to a probationary period of six

months which may be extended in accordance with LCNI policy. As this post may involve working with children and/or vulnerable adults, this post will be offered subject to Access NI vetting.

If you would like to have an informal chat to find out more about LCNI or these posts, please drop us a line at humanresources@lawcentreni.org and we'll give you a call.

Application Process

- **Recruitment launched: Wednesday 3 May 2023**
- **Closing date for receipt of applications: Wednesday 17 May 2023 at 4pm**
- **Anticipated interview date: Thursday 25 May 2023**

Please note the following important information about the application process:

- Please complete the application form **in full**. You should ensure that you give examples that **demonstrate** how you satisfy the relevant criteria, including relevant dates;
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel;
- Please return your application form as a Word document by email to the email address specified in the application form. Please also return a completed monitoring form as directed;
- Applications received after the closing date and time will not be considered.



Job Description

Job Title:	Immigration Adviser/Lawyer (FT & PT)
Job Purpose:	To uphold the rights of people affected by the immigration system in NI, including people seeking asylum, refugees and victims of trafficking through high quality legal advice, casework and representation. To manage a case load and contribute to strategic litigation, policy advocacy, training, and legal information resources.
Location:	Law Centre NI, Westgate House, 2 – 4 Queen Street, Belfast
Salary:	NJC PO1 – PO2 (£31,346 - £35,745 + 5% employer pension contribution)
Post:	Up to 35 hours per week
Report to:	Head of Immigration
Contact with:	Clients and the public Legal professionals Referral agencies and statutory and voluntary organisations Northern Ireland Courts & Tribunal Service Law Centre staff, volunteers, and members Students Elected representatives and policy makers Media

MAIN DUTIES

LEGAL:

- 1.1 Give legal advice and specialist support on immigration to the public as well as support to other agencies and also through outreach and community-based legal work;
- 1.2 Advise and advocate on behalf of and represent LCNI's clients;
- 1.3 Identify strategic legal issues, initiate and conduct appropriate cases in accordance with LCNI's Immigration Casework Strategy, and contribute to the development of the Strategy;

- 1.4 Comply with regulations governing legal aid and ensure compliance with all professional standards of the OISC and/or Law Society of Northern Ireland and with Lexcel Quality Standard and keep records to an appropriate standard for management purposes and to comply with professional standards.

TRAINING AND PUBLIC LEGAL EDUCATION

- 2.1 Work with colleagues to identify the immigration law training needs of LCNI members and others and contribute to LCNI training activity;
- 2.2 Prepare and contribute to public legal information including briefings and legal information papers and other legal resources and written material for publication, including for the LCNI website.

POLICY AND COMMUNICATIONS

- 3.1 Represent LCNI at appropriate seminars, conferences and meetings with key stakeholders as required;
- 3.2 Identify law, policy and practice issues and develop appropriate solutions. Work alongside LCNI's policy specialists to progress these, including by contributing to consultation documents and policy statements;
- 3.3 Contribute to and participate in media interviews as required.

MEMBERSHIP AND STAKEHOLDER DEVELOPMENT

- 4.1 Develop and maintain effective relationships with LCNI members and other external stakeholders that support the overall work of LCNI.

PROFESSIONAL DEVELOPMENT

- 5.1 Maintain and develop your professional expertise;
- 5.2 Identify training and professional development needs, including CPD requirements, in consultation with line manager and source appropriate support;
- 5.3 Act as ambassador for LCNI, upholding its public image in its legal work.

OTHER DUTIES

- 6.1 Be available to work outside standard business hours to meet the demands of the role;
- 6.2 Undertake relevant administrative duties in the performance of the above.

6.3 Undertake such other duties as may be required from time to time.

As this post may involve work with children and vulnerable adults, the Law Centre NI will offer the post subject to a satisfactory vetting report from Access NI.

*Note: this Job Description will be subject to review from time to time in line with the changing needs of the organisation

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Person Specification - Legal Officer

	Essential	Desirable
Qualifications, Knowledge & Experience	<p>E1 OISC qualified immigration specialist (minimum Level 2)</p> <p>or</p> <p>solicitor or barrister eligible to practise in NI by date of appointment</p>	<p>D1 OISC Level 3 qualification</p> <p>D2 more than one years' experience of immigration legal practice as a solicitor or barrister</p> <p>D3 Experience of the legal aid system</p> <p>D4 Experience of judicial review</p>
Abilities & Skills	<p>E2 Excellent oral and written communication skills with proven ability to convey complex information in an accessible style and work with clients from diverse backgrounds</p> <p>E3 Administratively self-supporting, well organised and with ability to work proactively to deal with immediate challenges and meet deadlines</p> <p>E4 Excellent interpersonal skills with the ability to work independently and collaboratively in a team to achieve objectives and share learning</p>	<p>D5 Skilled in the representation of clients before tribunals/courts</p> <p>D6 Skilled in identifying strategic law and policy issues</p>

<p>Aptitudes & Commitment</p>	<p>E5 Passionate and creative in using the law to bring about systemic change</p> <p>E6 Self-motivated and open to self-reflection and growth</p> <p>E7 Committed to the Law Centre’s mission and to excellent client care</p>	
<p>Circumstances</p>	<p>E8 Willingness to travel as required</p> <p>E9 Available for occasional evening and weekend work in accordance with the requirements of the post</p>	<p>D7 Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)</p>