



## Senior Immigration Advisor/Solicitor

### Employment Information

**Job Title:** Senior Immigration Advisor

**Responsible to:** Supervisor

**Deadline:** Monday, 08 February 2020 at 11:59 PM

**Hours:** Full-time

**Location:** Temporary remote-working (with possibility for return to office in London further down the line) or a permanent remote-working role

**Salary:** Minimum £36,000 per annum - maximum dependent on experience

**Holiday Entitlement:** 25 days per annum (plus statutory holidays), with 1 additional day per annum for every completed year of service up to a maximum of 5 additional days

**Application Process:** Send a cover letter and CV to [recruitment@seraphus.co.uk](mailto:recruitment@seraphus.co.uk)

**Flexible Working:** We support flexible hours and home-working to ensure a good work-life balance. This role will be home-working while public health necessitates it and can be completely home-working on a permanent basis. Therefore, we encourage applications from anywhere in the UK.

### Job Description

#### About the Role

As Senior Immigration Advisor, you will be expected to deliver specialist advice to a range of clients in all areas of UK immigration and EU law. You will support our work with the European Delegation and relevant stakeholders.

You will need to be able to step immediately into the role with the necessary confidence, skills and knowledge to deliver these services. You will be encouraged to contribute to business development, supporting our community work, as well as developing management skills through supervising junior members of staff.



This role requires a high level of responsibility, confidentiality, independence, and creativity.

### **About the Firm**

At Seraphus, our overarching goal is to pursue a human and rights based approach to migration laws, and to further the understanding that migration is a benefit and a right for everyone.

We pursue this through three core work streams. One is our **legal advice, representation, policy and lobbying services to individuals and businesses, and pro-bono support to the not-for-profit sector**. The second comprises of accessible **online legal services in partnership with [www.freemovement.org.uk](http://www.freemovement.org.uk)**. Finally, we are contracted by the **Delegation of the European Union to the United Kingdom** to provide a range of services to the Delegation, the European Embassies, the European Commission, other government departments, and stakeholders, on Brexit and the UK immigration law impacting EU citizens. You will work across all three core work streams.

### **Key Duties and Responsibilities**

- Provide one-to-one specialist advice on all areas of UK immigration and EU law
- Assist with enquiries and new referrals, convert these into fee-paying work, signpost to other relevant services, or provide free advice where appropriate
- Support and deliver key services to the EU Delegation, the European Embassies, as well as other government departments and stakeholders
- Provide thorough casework and advice
- Ensure accurate record keeping
- Provide signposting and referrals where required and appropriate
- Actively create and develop professional relationships and referral links with third parties
- Actively participate in the firm's social media presence and online presence including information dissemination
- Support our sector and wider community

### **Case-working**

- Ensure that cases are opened correctly, the matter accurately identified, all relevant data are recorded, and costs are agreed at the outset
- Accurately prepare and agree a case-plan
- Progress, review and manage a caseload, keeping clear, accurate and timely records of all work
- Carry out all necessary and associated administrative tasks in a timely manner
- Ensure the delivery of work is in accordance with the client's expectations and is of high quality
- Ensuring case deadlines and key dates are recorded, monitored and actioned
- Ensure third parties engaged to support cases are approved by the firm, their work is monitored, and instructions completed
- Contribute to management information and other information as required

### **Client Care**

- To maintain records, photocopying, scanning and filing of work
- Deal with outgoing post in a timely manner
- Maintain central diaries and other records, ensuring they are up to date
- Ensure costs transparency and accurate financial management
- Identify legal and advise on legal issues, and effectively case-plan matters
- Ensure that the client is kept updated and responded to in a timely manner
- Ensure that client confidentiality is maintained at all times and attendances are professional, efficient, sensitive and accurate
- Ensure that clients are aware of the service standards and complaints are processed in accordance with our procedures

### **Supervision**

- Share casework knowledge and experience within the team
- Ensure compliance with the file review, supervision procedures, and the office manual
- Delegate work delegating effectively and appropriately
- Ensure the delivery of appropriate and accurate guidance, mentoring and support

### **Financial Management**

- Ensure that private clients pay the required sums in advance
- Ensure all internal financial controls and instructions are followed
- Ensure all disbursements are paid within 5 working days of receipt of payment
- Ensure that financial targets are met

### **Development and Engagement**

- Keep up-to-date with changes in the law
- Prepare policy papers, raise awareness on key legal issues, prepare briefing papers, and articles
- Engage with key stakeholders on immigration issues to the benefit of our sector
- Participate in supervision, training, and appraisals
- Identify training requirements and request training through your supervisor
- Attend training and share learning and good practice with staff
- Maintain the minimum training and development regulatory requirements
- Work with colleagues to maintain and develop our commitment to best practice in this area of law
- Take on other duties consistent with the nature of the post and that may arise as the service develops.

## **Person Specification**

### **1. Essential Competencies**

#### **Qualifications and Experience**

- Solicitor, a member of the Bar, accredited to IAAS Senior Caseworker or OISC Level 3
- At least two years' experience in the field of UK immigration and EU law

- Experience and understanding of the delivery of private-fee paying work
- Educated to degree level in law, although all applications will be considered

### **Knowledge**

- Detailed and up-to-date knowledge of all immigration matters
- Detailed and up-to-date knowledge of matters impacting EU citizens

### **Skills**

- A high level of confidentiality
- Ability to manage and grow a caseload
- Excellent interpersonal and team management skills
- Ability to interview clients, take instructions and advise them accurately
- Ability to communicate clearly, simply, and effectively in written English
- A willingness and capability to serve client needs and handle client relations at the highest levels
- Ability to produce case-working documents and to develop legal resources
- Ability to prioritise, with excellent organisational skills
- Excellent research skills and the ability to analyse legal documents
- Proven record in meeting financial targets and manage capacity for pro-bono/ community work
- Ability to adhere to tight deadlines

## **2. Desirable Competencies**

- Experience of delivering work to Ministers, Diplomats, Government Officials and other senior public servants
- A proven ability to build good working relationships with stakeholders, the legal sector, governmental and diplomatic services
- Undergraduate or post graduate studies relating to immigration, refugee or human rights law
- At least five years' experience in the field of UK immigration and EU law
- Flexibility to work outside normal working hours occasionally and where necessary