

Immigration and Public Law Supervising Solicitor (maternity leave cover)

Location:	Helen Bamber Foundation, 26 - 30 Westland Place, London N1 7JH
Hours:	9 – 5.30pm, 37.5 hours per week (full time)
Salary:	£43,000
Contract length:	12 months fixed term contract (maternity leave cover)
Start date:	As soon as possible
Benefits:	<p>Annual Leave: 27 days plus bank holidays (increasing to 29 days after three years of service, and to 30 days after five years of service) plus up to 4 discretionary days for the winter closure period</p> <p>Winter closure period: two week winter closure period where the charity is closed</p> <p>Pension: 4% matched contribution by the Helen Bamber Foundation Group</p> <p>Enhanced pay: Enhanced maternity, paternity, adoption and Family Reunion pay</p> <p>Flexible working practices: we care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance</p> <p>Monthly group Clinical supervision for all staff</p> <p>Hybrid working: 60% office presence (i.e. 3 days a week in the office)</p> <p>Three days of wellbeing leave to be taken at short notice in each calendar year (pro rata for part-time staff)</p> <p>Occupational health assessments as necessary to understand how we can support and make reasonable adjustments</p> <p>Training and learning opportunities</p> <p>Employee assistance programme which includes counselling service, wellness advice, legal and money advice</p>

OUR VALUES

- **Pursuing Excellence:** We strive to be the best we can be in our work..
- **Courageous:** We advocate bravely for human rights and are not afraid to speak out against injustice.
- **Collaborative:** We proactively seek opportunities for partnerships, for sharing knowledge, and for joint work.

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the IAA (no N202000116).
Registered office: 26 Westland Place, London N1 7JH.



- **Acting with Integrity:** We are honest, open, respectful, and professional in all our dealings with our clients, partners, other stakeholders and each other.
- **Promoting Equity:** We are committed to promoting equity, diversity and inclusion within our organisation and in our dealings with our clients, volunteers and partners.

BACKGROUND

For over thirty years, Asylum Aid has been providing legal representation to some of the most vulnerable people seeking asylum. We have built an expert service, delivering vital and life-saving services in some of the most complex legal cases, with a particular speciality working with unaccompanied children, survivors of trafficking, torture or other forms of human cruelty, and stateless people. Our vision is that all those in need of protection from persecution and other forms of human cruelty in the UK can obtain it, and are treated fairly and with dignity.

Since August 2020, Asylum Aid has been part of the Helen Bamber Foundation Group. Asylum Aid operates as an independent charity, led by its own Director within the group structure, and is ambitious about growing its impact and reach in the future to ensure protection from persecution for those who need it.

Equity, Diversity & Inclusion

Our commitment to principles of equity, diversity and inclusion is an integral part of our approach to our clients, our volunteers and our staff, and we are an equal opportunities and Living Wage employer.

We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.

We genuinely welcome and encourage applications from candidates from range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma who are under-represented in our organisation.

We recognise and value the role of lived experience in meeting the needs of our clients and acknowledge the under-representation of people with lived experience of forced migration, statelessness and trauma in the refugee and migration sectors. We value experience gained overseas as well as in the UK and you will receive full training to enable you to transfer your knowledge and skills to the UK context.

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OVERVIEW OF THE ROLE

This role is based within Asylum Aid. We are looking for a practising solicitor with substantial experience of litigation. This is a maternity cover for a period of 12 months with the possibility of extension.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will share responsibility with the whole Asylum Aid legal team, and partner organisations to ensure that:

- There is a clear focus on agreed priority areas of work and that cases are taken on in line in with those priorities.
- Relevant stakeholders are engaged in developing the work so that they can participate as effectively as possible.
- Asylum Aid does not duplicate work being delivered elsewhere but is able to collaborate with external partners where appropriate.
- The lessons and successes of Asylum Aid are disseminated outside the team and are able to be applied as widely as possible.

Casework

Following an Independent Peer Review Asylum Aid's casework has been rated as 'excellent'.

The post holder will, with support from the team, be expected to:

- Provide high quality advice and representation for clients, NGOs, practitioners and other groups as appropriate,
- Conduct and co-ordinate immigration/asylum/public law casework and litigation on behalf of organisations and individuals,
- Coordinate law clinic programmes together with other Asylum Aid staff,
- Conduct legal and country background research where necessary, and
- Record all work undertaken, using Asylum Aid's case management system, and prepare cases for billing to ensure all income is accounted for accurately and in a timely manner.

If the postholder holds Supervisor accreditation, and is appointed as a Supervisor, your responsibilities will include the full responsibilities of a Supervisor, including responsibilities for the work of people under their supervision.

The post holder will be expected to carry out their casework with a high degree of professionalism, and in such a way as to meet relevant external standards (e.g. Law Society, Solicitors Regulation Authority, Immigration Advice Authority and Lexcel). They will also be expected to meet performance targets in relation to time recording/chargeable hours.

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Training and Information Work

The post holder will share responsibility with the other members of the legal team to:

- Develop and disseminate relevant information on legal developments in their area of work/expertise to relevant stakeholders, supported by the team,
- Attend and contribute to both internal meetings and relevant external meetings, and
- Prepare and deliver training on areas of their work/expertise.

Administration

The post holder will:

- Contribute to the fulfilment of any reporting requirements to funders, the LAA, Asylum Aid management team and others,
- Undertake general administration,
- represent the MLP team and Asylum Aid externally as necessary,
- Undertake other tasks appropriate to the role as necessary,
- Attend Asylum Aid staff, and any relevant meetings of the Helen Bamber Foundation Group when necessary,
- Occasionally travel outside the UK at short notice and be willing to work outside office hours where necessary. Time off in lieu and overtime are available where appropriate,
- Record their own work, using Asylum Aid's case management system, and participate in the evaluation and review of the wider team at Asylum Aid, and
- Lexcel - all legal staff are required to participate in the procedures developed in response to Lexcel requirements e.g. regularly reviewing and recording review of own files.

Teamwork, decision making and management

- The post holder will be expected to attend all Asylum Aid staff meetings and any relevant meetings of the Helen Bamber Foundation Group and participate in consultation and decision making. S/he will carry out their duties in accordance with Asylum Aid's policies,
- The post holder will work closely with all Asylum Aid staff and relevant Helen Bamber Group Foundation staff.

General

- Commitment to Asylum Aid's ethos and mission.
- Maintaining the values of the charity and positively promoting the work and activities of the charity at all times
- Undertaking any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Championing diversity and inclusion in your role at all times.

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All Asylum Aid staff who are solicitors have a responsibility to support casework supervision of non-legally qualified staff and comply with the Solicitors Accounts rules in accordance with the professional practice rules for solicitors.

PERSON SPECIFICATION

Essential

You should have:

- Accreditation as a Senior Caseworker under the Law Society's Immigration/Asylum Accreditation Scheme (IAAS),
- Knowledge of domestic and international human rights and EU law and policy and their application in practice, including principles and practice relating to judicial review proceedings,
- Knowledge of domestic and international human rights law and practice as it relates to migrants generally is also necessary,
- Experience of meeting case management standards and performance targets,
- Experience in managing a litigation caseload,
- Understanding of different costs regimes and how to maximise costs,
- Good problem- solving skills with an ability to think innovatively,
- ability to balance legal, strategic, policy and pragmatic issues,
- Excellent ability to analyse complex factual and legal situations and decide and advise as to the critical path that should be followed,
- Ability to communicate clearly and effectively both orally and in writing to a broad range of people and organisations,
- Ability to be self-servicing including typing, preparation of documents and managing cases effectively; good time management and organisational skills,
- Good IT skills, including email, word processing, and ability to learn basic functions of spreadsheets and databases,
- Ability to work to set deadlines/under pressure, when necessary,
- Evidenced commitment to the enforceable rights of migrants, including asylum seekers,
- ability to work effectively as part of a team, while being able to work independently and show initiative,
- Experience of working with small, specialised teams, and
- Commitment to the promotion of equality, diversity and inclusion and Asylum Aid's values and mission.

Desirable:

- Experience of conducting judicial reviews
- IAAS accredited Supervisor- immigration and public law
- Understanding of different costs regimes and how to maximise costs

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Please be aware that that we work with individuals who have experienced highly traumatic events, and it is likely that you will hear or read about extreme human cruelty and resulting mental health challenges during the course of your work. This is challenging for everyone, and we encourage you to share any difficulties you are facing with your line manager who will be able to direct you to appropriate resources to support you. Whilst you will be supported by your line manager and the surrounding team, you should also be able to demonstrate knowledge of self-care principles needed to manage working in such a work environment and be able to collaborate in the dissemination of those principles to other members of the team.

APPLICATION PROCESS

The first stage is to complete on our online application form on our website **by 9am on 1st July 2026**.

The website form will ask you to:

1. Upload a short covering letter. Please tell us why the position appeals to you, and how your relevant skills and experience, including any voluntary experience and lived experience, matches the listed responsibilities and person specification. Please also state in your covering letter when you would be available to start the role.
2. Upload your current CV
3. Complete an online Equal Opportunities monitoring form – completion of this form will help us ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. The questions are entirely optional, and this information will not be available to members of the selection panel.

SELECTION PROCESS

We will invite candidates to an in-person interview at Asylum Aid's offices in Old Street w/c 6th July.

We offer a guaranteed initial interview for refugees, stateless people and others with lived experience of forced migration, provided that they can provide some evidence of the relevant experience or skills in relation to the essential criteria.

We regret that we can only respond to applicants who make it to the interview stage.

In setting the salary regard has been had to average sector pay and the NCJ and NICVA payscales.

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ELIGIBILITY

Please note that the successful candidate must have the right to work in the UK (as a small charity we do not have the capacity to sponsor work visas).

Successful candidates will also be subject to an enhanced DBS check. If appointed, you will also be required to give your consent to the charity to receive regular updates on your criminal records status throughout your employment and to disclose any relevant convictions incurred during your time with us.

ADJUSTMENTS

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@helenbamber.org.

EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector. They in-work mentoring support for experts by experience (refugees and migrants). You can access this support by completing the form [here](#) and choosing 'post employment support' on the second page.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for an independent and confidential support for your job application from the Experts by Experience Employment Network, request a 121 mentoring session to support with your application at <https://www.ebeemployment.org.uk/apply4support-12> and access other information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

STATEMENT ON ARTIFICIAL INTELLIGENCE (AI) AND RECRUITMENT

At Asylum Aid we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you – we want to hear from you.

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.



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