



ASYLUM AID

Immigration & Public Law Solicitor-Children & Young People Team (Fixed Term Contract)

Job Description

Jul 2026



PART OF THE HELEN BAMBER GROUP

OUR HISTORY AND PURPOSE

For over 35 years, Asylum Aid has supported survivors of trafficking and torture, stateless people, unaccompanied young people, and families separated through war and conflict, taking on cases that are considered too complex or lengthy within the legal aid system. We combine high quality legal work with a trauma informed approach, recognising the impact of human cruelty, displacement and systemic injustice on our clients' ability to navigate the asylum process.

Since August 2020, Asylum Aid has been part of the Helen Bamber Foundation Group, strengthening our collective impact through complementary expertise in legal representation, policy, and survivor support.

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.

ABOUT US

Our Values:

At Asylum Aid, our work is grounded in:

- **Excellence:** We strive to be the best we can be in our work.
- **Courage:** We advocate bravely for human rights and are not afraid to speak out against injustice.
- **Collaboration:** We proactively seek opportunities for partnerships, for sharing knowledge, and for joint work.
- **Integrity:** We are honest, open, respectful, and professional in all our dealings with our clients, partners, other stakeholders and each other.
- **Equity:** We are committed to promoting equity, diversity and inclusion within our organisation and in our dealings with our clients, volunteers and partners.

EQUITY, DIVERSITY AND 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.

ABOUT THE ROLE

OVERVIEW OF THE ROLE

This role is based within Asylum Aid. We are looking for a practising solicitor with substantial experience of managing a complex caseload of legal aid funded immigration and asylum cases, including appeals before the First Tier and Upper Tribunal, and challenges against trafficking decisions. The candidate requires experience conducting litigation. Supervisory status and challenging issues impacting children and young people is desirable but not essential. 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:

- We work together to strategically challenge issues that harm our client group 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,
- Strategically challenge issues arising for young refugees and migrants
- Attend Drop-In advice clinics offsite
- 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.

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 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 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. They 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.

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.

Other

- 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.

PERSON SPECIFICATION

Essential

You should have:

- Commitment to Asylum Aid's values and mission.
- Accreditation as a Senior Caseworker under the Law Society's Immigration/Asylum Accreditation Scheme (IAAS),
- Significant experience of managing complex immigration, trafficking and asylum claims including appeals before the First Tier and Upper Tribunal
- Experience of working to legal aid contract processes, including CCMS
- 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
- 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.

Desirable:

- Experience of complex applications for entry clearance where Article 8 is relied upon
- Experience representing children and/or young people
- Experience of judicial reviews impacting young refugees and migrants
- Experience of conducting age assessments
- Qualified solicitor + 2 years

As is the nature of this sector, the role holder will be exposed to a high volume of traumatic and distressing material and, whilst they will be supported by their supervisor and surrounding team, they should also be able to demonstrate knowledge of good self-care principles in an intense work environment and dissemination of those principles to junior members of the team.

REPORTS TO

Children and Young People Team Supervising Solicitor.

SALARY

£43,000

HOURS

9 – 5.30pm, 37.5 hours per week (full time, with a minimum of 3 days pw working in the office)

LOCATION

Old Street, London

START DATE

As soon as possible

CONTRACT LENGTH

12 Months Fixed Term Contract (with the possibility of extension)

BENEFITS



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



Wellbeing support

Three wellbeing days a year (pro-rated for PT staff), a confidential 24/7 helpline through our Employee Assistance Programme, a 2 week winter-closure period, free fruit in the office, weekly free Yoga in the office, a corporate eyecare scheme and much more!



Training & development

An individual training budget on training for you and monthly Lunch and Learns with external and internal speakers



Employer pension contributions

We provide competitive pension contributions of 4%



Clinical supervision

We offer monthly group clinical supervision sessions for all staff.



Reasonable adjustments

Occupational health assessments as necessary to understand how we can support and make reasonable adjustments



Family friendly policies & work life balance

We care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance. We also provide enhanced maternity, paternity, adoption, family reunion and shared parental leave



Sabbatical Leave

Opportunity to apply for sabbatical leave after three years of service (conditions apply)



Employee experience

We have an Equity, Diversity, Inclusion and Belonging Working Group, monthly staff meetings, and three staff away days a year!

HOW TO APPLY

The first stage is to complete on our online application form on our website **by 09:00am on 17th August 2026**.

The website form will ask you to:

- 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. This information can be shared in one of four different ways:
 1. Written A4 (No more than 2 sides of A4)
 2. PowerPoint (No more than 3 slides)
 3. Audio recording (No more than 5 mins) *
 4. Video Recording (No more than 5 mins) *

* if you send in your cover letter in one these formats, please do not upload this to our website but email it to jobs@helenbamber.org.

- Upload your current CV
- 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.

TIMELINE

Closing date: **9am on 17th August 2026**

Preliminary interviews (online): **20th August 2026**

Final panel interviews (in person): **W/C 24th August 2026**

SELECTION PROCESS

We will invite candidates to an initial 15-minute online screening meeting week on **20th August 2026** followed by shortlisted candidates attending in-person interview on **W/C 24th August 2026**. We will also ask you to complete a short exercise on the day.

At Asylum Aid we want to be transparent about what kind of qualities we are looking for and build trust from the very beginning of your journey with us. The first step is your interview, and we mean 'your' interview so we will provide you with your interview questions ahead of the interview. This will allow you time to prepare, and ensure you have your best examples in mind.

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.

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 would like to discuss any specific requirements, please get in touch with us at jobs@helenbamber.org.

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).

SAFER RECRUITMENT

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to make sure that all persons appointed are suitable to work with our children and adults. The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Successful candidates will also be subject to a 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.

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 refugee and migrant sector. 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 seek independent and confidential support with your job application from the Experts by Experience Employment Network. They can help you in preparing your job application by providing one-on-one mentoring support to review your CV, cover letter or provide interview preparation. To request job application support or general one-to-one career advice and mentoring, please click [here](#).

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.

TO FIND OUT MORE

To find out more about this role, please contact jobs@helenbamber.org.



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.