



FULL- OR PART-TIME LEGAL OFFICER (Aug 2018)

We have an exciting opportunity to advance the rights of LGBTQI+ asylum seekers and refugees! We are recruiting a legal officer to help improve the representation of LGBTQI+ asylum seekers and create change within the asylum system.

UKLGIG has been supporting LGBTQI+ people through the asylum and immigration process and campaigning for their rights since 1993. Our legal advice service, launched last year, is the only one of its kind and we are looking for someone with experience as an asylum caseworker or advisor to scale it up and use the evidence we gather to advocate for changes in the asylum system.

You will help design the legal service and take responsibility for its day-to-day delivery. You will also build capacity amongst legal representatives by designing and delivering training, giving second tier advice and establishing, developing and coordinating a network of practitioners working in this area. You will use the knowledge you gain in this role to help deliver UKLGIG's policy and communications work, including attending meetings with policy makers and campaign partners.

This is a unique opportunity to build on your experience as a lawyer or caseworker to improve representation across the sector and create change in government policy and practice. You will be supported to develop as a specialist lawyer and influencer.

For applicants wishing to work full-time or do job share, there will be scheduled one-day travel in the UK and the possibility of travel within Europe (this can be discussed with applicants who wish to apply for a part-time role).

You will:

- (i) be responsible for the design and delivery of the UKLGIG legal advice service to adult LGBTQI+ asylum seekers
- (ii) give one-off immigration advice to LGBTQI+ asylum seekers and help refer them to legal aid and pro bono representatives
- (iii) provide second tier advice to the legal representatives of LGBTQI+ asylum seekers and other NGOs and professionals
- (iv) design and deliver training to lawyers, NGOs and other professionals
- (v) establish, develop and coordinate a network of caseworkers and lawyers representing LGBTQI+ asylum seekers
- (vi) write blogs and articles on asylum and immigration policy and legislation as they apply to LGBTQI+ people
- (vii) help write policy and briefing papers
- (viii) attend meetings with other NGOs, Home Office policy makers and other stakeholders.

The Legal Officer will not be providing direct legal representation of asylum seekers. However, the role includes substantive advice and casework within the scope of legal support and referrals for our clients, as well as merits testing and second tier advice.

UKLGIG is committed to equality, diversity and inclusion. We welcome applications from all sections of the community, especially LGBTQI+ and black, Asian and minority ethnic communities.

SALARY: £35,190 - £38,760 (pro-rata for part-time employees)

HOURS: Full-time (35 hours per week) or job share. Part-time to fulfil part of the role only will be considered. Work one evening a month and occasional weekends is required but with plenty of notice.

LOCATION: Central London with one regular monthly visit to immigration detention centres near London and a monthly visit to Birmingham. Occasional travel to other cities may also be required. There may be some travel within Europe but this is unlikely to be more than once a year.

CONTRACT TYPE Permanent (this position is funded through the generosity of Trust for London and Linklaters LLP.)

HOW TO APPLY: Please send application forms (no CVs please) and monitoring forms to recruitment@uklgig.org.uk. A DBS check will be carried out by UKLGIG.

CLOSING DATE AND TIME: 9.30 am Monday 24 September 2018

INTERVIEW DATE: Thursday 27 September

LEGAL OFFICER – JOB DESCRIPTION

The Legal Officer will help design the legal service and take responsibility for its day-to-day delivery. They will also build the capacity of legal representatives by designing and delivering training, giving second tier advice and coordinating a network of practitioners. They will also help deliver UKLGIG's policy and communications work, including attending meetings with policy makers and campaign partners.

As the legal service is still being developed the legal officer the Legal Officer will help grow and develop the legal service in the following ways over the course of time. This is an indicative list of tasks and the final workload will depend on the successful candidate's experience and skills, and whether the post is filled full-time or part-time.

Casework

- Establish and operate a legal advice system to give LGBTQI+ people one-off advice on their legal options and asylum claims;
- Conduct regular outreach sessions in immigration detention centres and locations outside London
- Work with the LGBTQI+ Asylum Seeker Support Workers to make referrals to quality legal aid and pro bono lawyers;
- Provide some casework assistance in some individual cases such as through research, helping to prepare witness statements or other evidence, making referrals to other specialist organisations and taking other urgent steps (whilst not representing asylum seekers or maintaining a caseload);
- Coordinate, facilitate and attend UKLGIG monthly asylum meetings;
- Provide occasional advice or other work in relation to same sex partner immigration issues or immigration or nationality issues arising from such cases;
- Occasional advice (within competence) or identifying and/or signposting or referrals on other issues affecting clients such as asylum support, legal aid availability, community care;
- Train and oversee any volunteers and staff who are providing regulated immigration advice or services for UKLGIG and supervise their registration with OISC;
- Maintain processes and procedures to enable UKLGIG to continue to be regulated by the OISC including registering any relevant advisers and maintain that regulation including through OISC audit.

Capacity building

- Provide second-tier advice and assistance to lawyers who require assistance in LGBTQI+ asylum claims or to other advice services supporting LGBTQI+ asylum seekers;
- Design and delivery of training including potentially to lawyers, judges, officials, NGOs and others;
- Oversee and support the legal service provided by partner pro bono lawyers to ensure the appropriate delivery of legal services;
- Establish, develop and coordinate an email network of lawyers and caseworkers representing LGBTQI+ asylum seekers to enable the exchange of information and learning.

Policy and advocacy

- Assist the Executive Director with legal and policy analysis and writing policy and briefing papers
- Attend meetings with Home Office officials, parliamentarians and other stakeholders as required;
- Lead or support strategic litigation interventions;
- Conduct research and provide other support with advocacy;

Communications

- Write blogs and articles on asylum and immigration policy and legislation as they apply to LGBTQI+ people;
- Write content for the website and other materials to assist LGBTQI+ asylum seekers;
- Assist the Executive Director in other communications and media work.

Other

- Keep abreast of all relevant developments in asylum, immigration and relevant human rights law and practice;
- Keep records in accordance with organisational policies, OISC and data protection requirements;
- Ensure that any monitoring requirements related to the service and agreed with funders are met in full;
- Work collaboratively with the LGBTQI+ Asylum Seeker Support Workers, Executive Director, other staff members, trustees and volunteers
- Undertake other reasonable tasks as requested.

Reporting:

The Executive Director will line manage the Legal Officer. A legally qualified trustee will, to the extent necessary, provide supervision (close supervision is not expected to be required), advice and file reviews of the legal practice of the Legal Officer. The Legal Officer will supervise the immigration advice provided by other staff or volunteers.

LEGAL OFFICER – PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	
	Essential
1.	3 years experience of providing legal advice and representation to asylum seekers
2.	Qualified solicitor or barrister (authorised to practice without a supervising solicitor in a legal advice centre) with valid practising certificate OR already accredited to Level 3 OISC.
3.	Experience representing LGBTQI+ asylum seekers, including under Legal Aid
4.	Knowledge and understanding of law and policy as it relates to all asylum seekers
5.	Knowledge of other immigration law and policy that may also apply to LGBTQI+ asylum seekers such as partner/spouse leave, deportation, detention and bail
6.	Knowledge/experience of legal aid funding regulations relating to asylum and immigration and judicial review
	Desirable
7.	5 years experience of providing legal advice and representation to asylum seekers
8.	Current IAAS accreditation at level 2 caseworker or above
9.	LAA Supervisor
10.	Knowledge/experience of other legal issues relevant to asylum seekers including asylum support
11.	Experience of providing second tier advice
12.	Experience in supervising, training and mentoring the provision of advice services
13.	Experience of working in, or familiarity with, the LGBTQI+ community beyond asylum claims
14.	Experience of strategic litigation
15.	Experience of working in the voluntary and/or community sector
16.	Experience of conducting research
SKILLS, ABILITIES AND KNOWLEDGE	
	Essential
17.	Committed to the aims of UKLGIG
18.	Ability to design and deliver training and workshops for a variety of participants
19.	Ability to work collaboratively within a small, multidisciplinary team without close supervision
20.	Ability to work independently with to prioritise work, meet deadlines, and respond flexibly to a fast changing environment
21.	Calm approach to working in stressful and pressurised situations, including in situations where one is unable to assist LGBTQI+ asylum seekers or there is disagreement with their legal representatives on the best approach.
22.	Ability to build rapport and communicate sensitively and sympathetically with often traumatised and vulnerable asylum seekers.
23.	Ability to communicate verbally and in writing with a range of professional, lay and client audiences.
24.	Ability to influence others, including solicitors and barristers to follow good practice in representing LGBTQI+ asylum seekers
25.	Passionate about equality and human rights, particularly in regards to LGBTQI+ asylum seekers
26.	Able to focus on both broad issues and details
27.	Self-sufficient in use of Word and Excel.
28.	Ability to work occasionally at scheduled times outside regular office hours
29.	If job share, able and committed to working collaboratively with their job sharer to share responsibilities and accountability.
	Desirable
30.	Political and social awareness of the vulnerabilities of LGBTQI+ asylum seekers
31.	Knowledge of the experiences of LGBTQI+ people in different countries and cultures
32.	Understanding of wider social justice and diversity issues