**Immigration Paralegal Job**

We are a long established London-based law firm, the purpose of whose work is the implementation of human rights. We are recruiting a part-time paralegal to assist with casework in the Immigration department.

**The Applicant**

The work is on occasion very demanding; of importance is a shared interest and previous experience in the area of law and justice in which the firm works. An ability to work as part of a close knit team is essential, as is maturity and a potential long-term commitment to the role.

The Immigration paralegal will have at least 6 months’ experience of assisting with immigration casework. They may be accredited with the Law Society as an IAAS Trainee Casework Assistant or Casework Assistant, though this is not essential. If they are not already accredited, the firm may support them in the accreditation process, though this will depend on departmental needs.

Of importance are the following characteristics:

* Intelligence, discretion and diplomacy in dealing with confidential and sensitive issues;
* Ability confidently to work independently and pro-actively, equally recognising when this is appropriate and importantly, when it demands consultation;
* A high priority is the organisational skills required to manage a demanding work load, on occasion acute pressures triggered by the difficulties and crises of those we represent, and meeting deadlines imposed by court timetables;
* A high level of interpersonal and communication skills;
* Ability to liaise effectively with others within and outside the firm;
* Ability and willingness to learn new skills quickly and adopt a flexible and collaborative approach to tasks;
* Willingness and ability to work as a member of a team.

**The key responsibilities will include the following:**

* Supporting fee earners with immigration casework under supervision
* Attending clients and taking instructions
* Drafting immigration applications to the Home Office
* Drafting correspondence
* Taking new enquiries
* Maintaining billing and costing procedures
* Preparation of court bundles
* Meeting and greeting clients
* Other administrative tasks

**Qualifications and experience**

Essential:

* Minimum 6 months’ experience in supporting immigration casework
* Working knowledge of the Immigration Rules, particularly Appendix FM (family and private life applications)
* Experience of client contact
* Excellent written and verbal communication skills
* Understanding of First-tier and Upper Tribunal appeal procedures
* Very good IT skills (Microsoft Office)
* Ability to rapidly learn to use PDF Docs in the editing and production of documents and bundles

Desirable:

* Accreditation as Law Society accredited Trainee Casework Assistant or Casework Assistant
* Knowledge of Legal Aid application procedures, including CCMS
* Experience of using an electronic case management system
* Law degree / GDL or equivalent

**Hours**

The post will be fixed term full time after a successful six month probationary period. The salary will be offered depending on skills and experience circa£21k pa**.** Starting date will be as soon as possible.

Please send your CV and covering letter to the Practice Manager, Claire Sibley, at sibleyc@birnbergpeirce.co.uk

Closing Date for applications: Friday 4th February 2022