

Advertisement for Immigration Paralegal

We are a long-established London-based law firm focusing on protecting and advancing human rights. We are recruiting for an experienced paralegal with a desire to use their skills in difficult, cutting edge, sensitive, and often high-profile cases – mostly, but not exclusively, within the field of immigration and citizenship.

The duties will include file management, funding and legal aid compliance, form completion, client liaison, and some secretarial duties. Some of the work will relate to standard immigration and nationality matters, but there will also be opportunities to work on substantive legal casework tasks associated with complex and precedent-setting litigation before the statutory tribunals, the higher courts, and in the European Court of Human Rights.

The Applicant

The work is on occasion very demanding and challenging. An ability to organise and plan your own work is essential, as is an ability to help your supervising solicitor organise and manage their work. We work as a small but close-knit team, often sharing responsibility for individual large cases between different solicitors. We are looking for a person with a long-term commitment to the role and will only consider applicants able to demonstrate a strong and proven commitment to the universality of human rights and the rule of law - even for those accused or convicted of the most serious offences.

Of importance are the following:

- A commitment to working hard, and maintaining focus and efficiency in a field that is pressured and where the stakes are high;
- 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.
- Exceptional 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, especially in relation to our clients many of whom have communication difficulties, mental health problems, and other vulnerabilities.
- 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.

Qualifications and experience

Essential:

- Immigration and Asylum accreditation Level 1 (or preparedness to become accredited quickly)
- High standard of general education

- Very good IT skills (Word, Outlook, Excel, and PDF applications) and internet literacy
- Excellent written English grammar and spelling
- Exceptional attention to detail/accuracy.
- Accurate typing (60wpm minimum)

Desirable:

- Relevant previous experience as a paralegal, or similar;
- Experience in Immigration and Asylum law;
- Experience of relevant immigration and legal aid online systems, including UKVI, MyHMCTS, and CCMS);
- A strong basic understanding of the UK legal system, especially in the area of immigration, citizenship and human rights;
- Familiarity with case management systems used in legal practices;
- Working knowledge of a language or languages other than English, with working knowledge of Arabic being particularly useful.

Hours

The post will be permanent for five days a week (Monday to Friday) after a successful six month probationary period. The salary will be offered depending on skills and experience circa £28,000 pa. Starting date will be as soon as possible.

Please forward your CV and covering letter to the Practice Manager Claire Sibley email sibleyc@birnbergpeirce.co.uk

Closing Date for applications: 29th February 2024