

Our ref: PM  
Your ref:  
Date: September 2020

Dear Applicant

**Re Immigration Paralegal –**

Thank you for your interest in this post to work in our Croydon office and remotely

I am pleased to enclose:

1. Job Description and Person Specification for Immigration Paralegal
2. Guidelines for Applicants
3. Organisation Summary

You can download the application form from our website.

The closing date for receipt of applications is Monday 12 October 2020 at 12 noon.  
Applications should be sent by email to [recruitment@swllc.org](mailto:recruitment@swllc.org).

Yours faithfully

**Patrick Marples CEO**  
South West London Law Centres |

SOUTH WEST LONDON LAW CENTRES  
*Legal Action for Local Communities*

**JOB ADVERT – Immigration Paralegal**

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South West London Law Centres (SWLLC), one of the largest and most progressive Law Centres in the country, is seeking a highly motivated and accredited Immigration/Asylum paralegal (minimum OISC Level1) to take part in a six-month EUSS project with the opportunity to obtain further accreditation. The role may extend beyond the six months with the opportunity to progress into asylum and immigration casework dependant on the candidate and available funding.

SWLLC won the highly prestigious Legal Aid Firm/Not for Profit of the year 2020 at the LALY Awards. SWLLC's immigration team are highly respected and were awarded the Legal Aid Team of the Year – Solicitors Journal Awards 2017. We have a strong emphasis on quality and client care, and were rated as "Excellent" in a Legal Aid Agency Peer Review in 2019.

We can offer flexible working and generous benefits.

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<b>POST:</b>	Immigration Paralegal
<b>Salary:</b>	Up to £24,000 according to experience. We would also consider an exceptional candidate with less experience but with a lower starting salary
<b>Term:</b>	Six-month fixed term with possible extension for a proficient candidate
<b>Reports to:</b>	Immigration Team Leader and project partners of EUSS project; SWLLC Caseworker/Volunteers within the immigration team, Senior Management Team and Branch Administrators.
<b>Based at:</b>	Croydon with outreach and delivery at other locations

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The closing date for receipt of applications is Monday 12 October 2020 at 12:00 noon. Applications should be sent by email to [recruitment@swllc.org](mailto:recruitment@swllc.org).

**SOUTH WEST LONDON LAW CENTRES**  
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**JOB DESCRIPTION**

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<b>Reports to:</b>	Immigration Team Leader and project partners of EUSS project
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**Key Tasks**

- 1 The post-holder will primarily be responsible for identifying, helping, advising and representing vulnerable EEA nationals and their families in order to help them secure their status in the UK through the EUSS (European Union Settlement Scheme).

**Duties & Responsibilities**

- 2 To ensure that all advice, assistance and representation complies with the requirements of our Lexcel quality mark and where publicly funded complies with the requirements of the Legal Aid Agency
- 3 To ensure all casework is recorded within our SOS case management system. The post holder will be expected to meet project and time recording targets which are set in accordance with the overall requirements of the project
- 4 To ensure that the terms of the project are kept to in relation to advice and casework, including providing reports as required
- 5 To report on the work of the Law Centre to the management committee as required
- 6 To participate in team meetings and to carry out file reviews in accordance with Lexcel requirements
- 7 To be responsible for developing relationships and working with local partners to develop referrals and work into the project
- 8 To participate in staff meetings from time to time

- 9 To be responsible for your own word processing, filing and case recording within the SOS case management system
- 10 To advise and provide training and talks to promote Here to Good projects both internally and externally
- 11 To attend meetings of coordinating bodies as required
- 12 To share the work of maintaining everyday necessities
- 13 To provide cover for colleagues during absences.

### **Advice & Casework**

- 14 To provide immigration advice and casework service to vulnerable EEA nationals and their family members living in the UK in order to help them secure their status. This is to include: interviewing clients; advising them of their rights and responsibilities; putting in applications; assessing suitability and effectiveness of alternative courses of action; and advising on potential legal challenges and legal procedures
- 15 To assist other teams in the Law Centre in helping clients resolve any immigration matters affecting EEA nationals and their families seeking to secure their status
- 16 To represent clients and undertake the necessary preparation and research
- 17 To visit clients at their homes and at outreach if appropriate
- 18 To instruct and attend Counsel's chambers with clients as appropriate.

### **Development of the EUSS project**

- 19 To be alert at all times to the social policy implications of issues presented by clients
- 20 To take appropriate action to influence social policy in regard to these issues
- 21 To be responsible for further developing contacts and referral partners to increase the referrals and contacts for the project into the Law Centre for vulnerable EEA nationals and their families
- 22 To attend information events to help EEA citizens
- 23 To develop and provide both internal and external training and take part in events raising awareness of EUSS
- 24 To collect data and statistics, as well as clients' stories and outcomes to report on the effectiveness of the project

### **Professional Development**

- 25 To attend courses on new legislation, specialist skills and the use of information technology
- 26 To keep up to date with the changes in relevant legislation
- 27 To read the relevant law journals
- 28 To retain relevant accreditation, DBS checks and relevant authorisation through the SRA or OISC
- 29 To discuss regularly with the Immigration Team Leader your job performance and personal career development

- 30 To be appraised regularly and to engage fully in this process to further personal development and maximise your contribution to SWLLC.

### **Equal Opportunities**

- 31 To have regard at all times in the planning and execution of duties to SWLLC's Equality and Diversity Policy
- 32 To play a full role in the organisation, supporting colleagues to maximise their effectiveness
- 33 In addition to the tasks and duties listed in this job description, to undertake such duties as may be identified and which are generally compatible with the functions of the post.

**SOUTH WEST LONDON LAW CENTRES**  
***Legal Action for Local Communities***

**PERSON SPECIFICATION**

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**Essential Experience**

1. At least one year's experience in immigration and asylum law and be accredited OISC Level 1
2. Have an in-depth knowledge and understanding of European free movement law, the EU Settlement Scheme and Appendix EU
3. Ability to draft appropriate documentation in all areas and procedures of Immigration law
4. Commitment to equal opportunities as set out in the principles and policies of South West London Law Centres.

**Essential Skills**

5. An intelligent and highly motivated person who is accustomed to taking significant decisions and having a high level of personal accountability
6. Relevant accreditation with OISC
7. Ability to manage your own caseload with supervision
8. Ability to work independently with a proven ability to prioritise work and to meet deadlines
9. Ability to take strategic overview and to plan for the long term
10. Ability to liaise and work effectively in partnership with a wide range of stakeholders

11. Excellent communication skills: you must be able to relate well to colleagues, clients and third parties, in person, in writing and on the telephone, despite the pressures of the role.
12. Understanding of the problems facing diverse communities.
13. Ability to be self-servicing: you will be expected to manage most of your own typing, filing etc.
14. Ability to use computer and information technology including management information systems and to be self-servicing. Must be proficient in Microsoft operating systems (Word, Excel, and Office)
15. Ability to work collaboratively within SWLLC and our partners
16. You must be very well-organised in order to work well under pressure without compromising standards.

#### **Desirable Experience and Skills**

17. A wide range of representation experience in immigration tribunals and the ability to recognise cases that could be subject to judicial review or to be taken through the higher courts
18. Current enhanced DBS check
19. Current IAAS Level 2 accreditation
20. Experience of giving successful training or talks.

## **SOUTH WEST LONDON LAW CENTRES**

*Legal Action for Local Communities*

### **ORGANISATION SUMMARY AND OBJECTIVES OF THE POST**

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SWLLC is a community based legal practice and a registered charity. Our history dates back to 1974 when the first Law Centres in Wandsworth were created. We became SWLLC in 2004 through the merger of a number of Law Centres in South West London. The Law Centre won the highly prestigious Legal Aid Firm/Not for Profit of the Year 2020 at the LALY Awards in July.

We have a highly regarded, friendly, experienced and respected team of solicitors and caseworkers in our immigration team, which won the Legal Aid Team of the Year – Solicitors Journal Awards in 2017. We regularly get referrals from the Refugee Council, Helen Bamber Foundation, Freedom from Torture (Medical Foundation). We have a strong emphasis on quality – our immigration team was rated as “Excellent” in a Legal Aid Peer Review earlier this year.

We are looking to recruit a highly-motivated immigration paralegal who is already OISC registered Level 1 to join our team immediately. The initial phase of the post will be for six months to help support vulnerable EU nationals to claim EUSS status. This will involve working with a group of rough sleepers who are being temporarily housed because of COVID. We aim to get a proficient candidate through their OISC Level 2 exams and IAAS within the six months so that they can continue to support the rest of the team with our extensive legal aid caseload after the project ends. There will be further opportunity to develop your own caseload and practice.

In summary, the role’s objectives are as follows:

- To triage potential clients
- To work under supervision of one of our experienced caseworkers
- To provide free and high-quality legal advice to EEA nationals and their families, and assist them to make applications for ‘Pre-Settled’ and ‘Settled’ status under the EU Settlement Scheme
- To develop and maintain relationships with local organisations who work with people with complex needs
- To measure the impact and outcomes of their work and feedback to the Immigration Team Leader
- To get through OISC Level 2 accreditation and IAAS within six months



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SWLLC now works across six South West London boroughs (Croydon, Merton, Kingston, Richmond, Sutton and Wandsworth) helping people to understand and enforce their legal rights. In doing so, we address the root causes of social injustice – poverty, family breakdown, unemployment and exploitation. SWLLC provides full legal casework, representation and advice in the following areas of social welfare law – Community Care, Debt, Employment, Housing, **Immigration & Asylum** and in a limited way in Welfare Rights. We represent clients in all courts and tribunals. We also provide the housing duty solicitor schemes at Croydon, Kingston and Wandsworth County Courts giving emergency representation in possession hearings for rent and owned homes and at the warrant stage for evictions.

SWLLC delivers 15-18 pro bono clinics each week to provide initial advice on legal problems. There are 16 firms involved with the clinics as well as individual solicitors.

SWLLC works with and assists over 7,500 people per year.

Since COVID most of our work has been done remotely at home or from our offices. The EUSS process will require some direct contact with clients and this will expand as our offices work towards being fully open again

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SWLLC's Croydon Office is a short walk from either East or West Croydon stations.