

## Hackney Community Law Centre

### Immigration Paralegal

**Job Title:** Immigration Paralegal

**Responsible to:** Supervising Solicitor

**Salary:** £26,000 pro rata

**Hours:** 35 hours a week

#### Summary of role:

The post holder will provide support to our Immigration team which comprises two solicitors who conduct a wide range of immigration work and public law challenges. They can expect to support and assist solicitors with a caseload consisting of legally aided immigration applications, asylum claims, appeals and public law work. They will also be expected to deal effectively and considerately with people from different cultures and backgrounds.

The post holder will be directly responsible to the Immigration and public law supervisors who will oversee and supervise their work.

#### Responsibilities:

##### Casework:

Assist and support fee earners with their casework as follows:

- Deal with correspondence and telephone queries including covering the telephone advice line when requested
- Deal with clients requiring Immigration law advice in person, taking instructions and managing the client's expectations
- Take instructions and assess clients to establish financial eligibility for public funding/legal representation including follow up and obtain compliant evidence of means
- Maintain proper diary systems, i.e court and tribunal dates, limitation dates and timetables set by courts/tribunals
- Completing immigration applications
- Drafting advice letters, representations, instructions to experts

**Miscellaneous**

- Self-service, i.e type own letters and documents and carry out own admin;
- Keep up to date with changes in the law and procedures
- Deal effectively and efficiently with clients, including vulnerable individuals
- Ensure that cases are conducted in accordance with Lexcel and Legal Aid Agency requirements with respect to publicly funded work
- Maintain confidentiality
- Attend meetings and training sessions, where relevant to the postholder's role
- Maintain electronic diaries and any team diary
- Maintain time recording on a daily and weekly basis

The postholder will be expected to carry out any other tasks as reasonably delegated to them by HCLC.

**Skills and Abilities:**

- Communication – written and spoken
- Problem solving
- Computer literate
- Ability to work as part of a team
- Ability to work on own initiative
- Understanding of the requirements of publicly funded work