



Greater Manchester **IMMIGRATION AID UNIT**

Job Description

POST:	Immigration Solicitor/IAA Level 2/3 & IAAS Senior Caseworker.
SUPERVISED BY:	GMIAU supervisor
Responsible to:	CEO of GMIAU
HOURS:	35 HOURS (flexitime)
GRADE	Scale 23 to 30, £34,433 - £40,777 based on experience.
HOLIDAYS:	28 days

This post is based in Manchester providing face to face and online legal immigration advice and representation to people across North West England. GMIAU operates a hybrid work pattern with a minimum of 2 days per week to be spent in the office once the training period has been completed and agreed. Initially staff are expected to work more hours in the office than at home.

PURPOSE OF THE POST

To conduct immigration and asylum casework within a team of advisers and representatives.

The solicitor must be able to deal with all immigration and asylum matters. The solicitor will carry out duties commensurate with a IAAS Senior Caseworker and work well both independently and as part of a team of experienced caseworkers based in Manchester and Liverpool.

DUTIES AND RESPONSIBILITIES

1. To provide high-quality legal advice in all areas of asylum and immigration.
2. To ensure that all advice, assistance and representations comply with the requirements of the SRA/IAA and the LAA contract for legal aid.
3. To maintain accurate and up to date client records and files.
4. To conduct casework in accordance with agreed GMIAU practice, including file management, time recording and performance targets. Billing targets are based

on solicitors/caseworkers bringing in enough income to cover their salary costs as a minimum.

5. To undertake all aspects of casework. This includes research, completing forms, advising and making representations, preparing appeal bundles, lodging applications, and representation at all levels of challenge including Ftt, UT, CoA. (The examples are not exhaustive).
6. To manage a caseload of cases according to the level of experience and accreditation held.
7. To contribute towards, and participate in, project work that is designed to assist particular groups of people.
8. To see clients held in detention in the North West as agreed.
9. To attend training as required by GMIAU.
10. To keep up to date with developments and changes in UK immigration law and practice.
11. To conduct casework in accordance with agreed GMIAU practice.
12. To work alongside other agencies who support the clients we represent.

General

1. To maintain Law Society (IAAS) accreditation at Senior Caseworker level and participate in regular training to maintain CPD and improve knowledge and expertise.
2. To be self-servicing, including typing own documents, copying, and maintaining computerised records.
3. To work as part of a team to cover the advice line and our legal advice appointment system.
4. To arrange client appointments and the booking of interpreters according GMIAU procedures.
5. To follow the GMIAU process for incurring and paying disbursements
6. To attend meetings of the Board of Trustees, and sub committees as directed.
7. To work within the GMIAU structure and supervision framework.
8. To attend team meetings, training sessions and casework meetings.
9. To carry out all duties with due regard to equality principles and to challenge discrimination.
10. To carry out all duties with due regard for the health and safety of yourself and others
11. To carry out other duties which are commensurate with the duties of and responsibilities within this job description as directed by the CEO or Board of Trustees.