



Executive Assistant to the Director (paid Internship)

Start Date: October 2015

Job Title: Executive Assistant to the Director (paid Internship)

Job Type: Part Time – 20 hours per month

Reports to: Director

Salary: £2,400 per annum based on 20 hours per month for 12 months (£10 per hour) plus travel expenses within Greater London

Duration: 12 Months

Based: Farringdon, London

Role:

To support ILPA's Director in her work with the Committee of Trustees and Working Groups to ensure effective member engagement. ILPA's Committee of Trustees is elected from the membership. The Working Groups bring together specialist legal representatives in different areas of immigration, asylum and nationality law to share expertise and information and work to promote a just and equitable immigration, asylum and nationality law practice. This role provides an opportunity for a person wishing to develop their career in immigration law to gain specialist knowledge and meet professionals at the same time as learning about management at close quarters. The post-holder will have the opportunity to participate in ILPA training courses and other events.

The Committee of Trustees and Working Groups meet in the early evening (from 6pm onwards) during the week and so the post holder will need to be able work outside office hours to attend these meetings.

The estimate of hours to be worked per month is based on the average number of meetings of 5 per month. Each meeting lasts 2 hours and then it is assumed that a further 2 hours will be required to produce the minutes. The actual schedule per month will vary and with it the remuneration.

Tasks:

- Minute taking at Committee of Trustee meetings
- Supporting the Company Secretary in their role ensuring that decisions about membership applications are effectively recorded
- Minute taking at ILPA Working Group meetings
- Supporting Working Groups to disseminate information about their work and activities to ILPA's members

Person specification

Essential:

- Holds or is studying for a Law degree/CPE/LPC/BVC/CILEX course or holds Level 2 OISC accreditation or Level 2 Immigration and Asylum Accreditation from the Law Society
- Able to work outside of normal working hours
- A very good standard of written and spoken English
- Sympathy with ILPA's objectives and commitment to equality of opportunity

Desirable:

- A good understanding of Immigration law and practice
- Experience of minute taking (please note that ILPA will send the successful applicant on a minute taking course to support them in fulfilling this role)
- Experience of working or volunteering in the charitable/not for profit sector
- Able to maintain strict confidentiality where required

To apply, please complete an application form and return it to Elizabeth White at Elizabeth.white@ilpa.org.uk

Deadline is 11pm on Sunday 27th September. Interviews will take place on Friday 2nd October 2015. No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
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