



Legal Officer - Two-year fixed term contract to September 2019 (we are hoping to secure grant funding to be able to convert this to a permanent post).

Start date: July/August 2017

Location: Farringdon, London

Reports to: Legal Director

Annual leave: 25 days per annum

Salary: £31,000 to £36,000 depending on skills and experience. Pension 5% of salary.

Working Hours: 10am to 6pm, some evening working. Applications for flexible working will be considered.

Applications on ILPA's standard application form should be sent to Claire.laizans@ilpa.org.uk no later than **11pm on Wednesday 5th July 2017**. Application forms can be downloaded from our website, www.ilpa.org.uk/jobs.html. Applicants are also asked to complete and return the Equal Opportunities Monitoring Form which is on our website. Tests and interviews will be held on 19th or 21st July 2017. Shortlisted candidates will be notified by 11th July 2017. No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
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ILPA Legal Officer

Two year Fixed-term contract to September 2019 (we are hoping to secure grant funding to be able to convert this to a permanent post)

Purpose of role

The Immigration Law Practitioners' Association (ILPA) is seeking to recruit a Legal Officer. The post-holder will assist the Legal Director with high quality analysis of immigration, asylum and nationality law and policy, regular information dissemination in writing, through oral presentations and training, and flexible, tailored technical and practical support. Through this work the post-holder will support ILPA members to deliver the highest standard of advice and representation to people across the immigration law spectrum and support them and external organisations and individuals, including professional and non-governmental organisations, to influence immigration, asylum and nationality law, policy and practice. This opportunity comes at a time when the decision to leave the European Union means that the immigration rights of EEA and Swiss nationals are very much in play and far-reaching changes to the UK's immigration system, in particular to migration for work, are being discussed. The post-holder will help to ensure that ILPA members are able to contribute to, and to influence, these debates.

We are looking for an excellent legal practitioner with experience of advising and representing migrants and associated parties (e.g. employers); a great communicator and someone who enjoys supporting and assisting others and working as part of a team. We want you to have expertise in at least three of the following areas: business immigration, family and personal immigration, asylum and European free movement law.

Job Description

1. Assist ILPA's Legal Director to deliver ILPA's legal strategy through:
 - working with government to influence its proposals, including through the preparation of responses to consultations;
 - convening, contributing to and reporting to members on meetings with MPs, peers, Ministers, officials and other external organisations;
 - preparing and disseminating, in writing and orally, including through ILPA's website, regular updates and information sheets on legal and policy developments to ILPA members and other organisations to disseminate information and analysis rapidly;
 - working with, including providing technical support to, non-governmental organisations, academics and others working to influence government on all aspects of immigration including work on tactics and strategy to ensure that efforts at influencing are focused to produce the maximum effect.
2. Provide support to ILPA working groups and members on all aspects of immigration law and practice including through writing for the mailing for members and website as required by the Legal Director.
3. Assist with the planning of ILPA's training programme and deliver training as required.

4. Assist with specific projects and work on publications as required.
5. Self-servicing in all respects and
 - Assist in organising and supporting external and members' meetings.
 - Contribute to the maintenance, development and upkeep of ILPA's information database, Customer Relations Management database, and hard copy records.
6. To support the work of colleagues and undertake other duties commensurate with the post as required by the Legal Director.

PERSON SPECIFICATION

Essential Skills

1. Excellent legal knowledge, skills and judgment and an ability to communicate these clearly.
2. Experience of practising in at least three of the following areas: business immigration; family and personal immigration; asylum; and European free movement law.
3. A degree or post-graduate qualification in law or currently studying for such a degree or qualification.
4. Ability to communicate information orally and in writing to lay advisers, community organisations, practitioners, civil servants and politicians.
5. A high degree of accuracy.
6. Experience of preparing documents for publication (in hard copy or on-line).
7. Excellent organisational and administration skills and ability to prioritise and work to deadlines.
8. Self-servicing in all respects and co-operative approach to work as part of the ILPA team.

Desired skills

1. Candidates with expertise in business immigration and European free movement are particularly welcome.
2. Experience of delivering training
3. Experience of working with the press.
4. Experience of working with parliament.
5. Experience of policy work on immigration law.