



Legal Officer

Two-year fixed-term contract to September 2019 (with possibility of extension)

The Immigration Law Practitioners' Association (ILPA) is a registered charity and a professional membership association. The majority of members are barristers, solicitors and advocates practising in all areas of immigration, asylum and nationality law. Academics, non-governmental organisations and individuals with an interest in the law are also members. Founded in 1984, ILPA exists to promote and improve advice and representation in immigration, asylum and nationality law through an extensive programme of training and disseminating information and by providing evidence-based research and opinion. ILPA is represented on advisory and consultative groups convened by Government departments, public bodies and non-governmental organisations.

The Legal Officer sits at the heart of this work, analysing the law in this area and working for its development and for a just and equitable immigration, asylum and nationality law practice. This work includes representing the Association at the highest levels. The Legal Officer drafts and disseminates information and analysis and provides training, written and oral advocacy, notes and flexible, tailored technical and practical support for practitioners and non-practitioners, who include public bodies, professional organisations, non-governmental organisations and the media.

The ideal candidate will be a first-rate lawyer with experience of advising and representing immigrants and associated parties (e.g. employers, universities) in the UK in at least three of the following areas: business immigration, family and personal immigration, asylum and European free movement law. You may be looking to make the transition from general practice to a specialism in European free movement law or business immigration law or keen to build on your casework experience working for systemic change 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. This post will give you exposure to firms and chambers across the spectrum of immigration, asylum and nationality law as well as those shaping policy in the UK and beyond. In it you will stay close enough to practice to return to it if that is what you want to do, or have the opportunity to build or develop a successful career in influencing work.

The post is suited to a great communicator who enjoys supporting and assisting others and working as part of a team and is keen to contribute to, and to influence, debates that will shape the immigration system for years to come.

Start date: September/October 2017

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).

Location: Farringdon, Central London

Reports to: Chief Executive

Annual leave: 25 days per annum

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

Working Hours: Full time – 35 hours per week with some evening working. Applications for flexible working are welcome.

Please submit your CV and a supporting personal statement. The personal statement should be no more than 3,000 words long and should tell us why you want this position and how you qualify for it with specific reference to each of the elements of the Person Specification detailed on the Job Description. The CV and personal statement should be sent to claire.laizans@ilpa.org.uk no later than **11pm on Monday 11th September 2017**.

Tests and interviews will be held on Tuesday 19th September 2017. Shortlisted candidates will be notified by Friday 15th September. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
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Job Description

1. To contribute to the delivery ILPA's legal strategy.
2. Work with government to influence its proposals through written and oral advocacy;
3. Convene and contribute to meetings with Ministers, officials, MPs, peers, and other external organisations;
4. Prepare and disseminate, in writing, including for the website, and orally, regular updates, casenotes and information sheets on legal and policy developments to ILPA members and others;
5. Provide technical support to organisations, academics and others working to influence government on all aspects of immigration and work with them on tactics and strategy;
6. Provide support to ILPA's specialist working groups and to members on all aspects of immigration law and practice;
7. Assist with the planning of ILPA's training programme and deliver training;
8. Assist with publications and specific projects as required.
9. Excellent administration skills, with the ability to be self-servicing and to contribute to the maintenance and development and upkeep of ILPA's information and Customer Relations Management databases, and hard copy records.

PERSON SPECIFICATION

Essential Skills

1. Excellent legal knowledge, skills and judgement and an ability to communicate these clearly.
2. Experience of practising in at least three of the following areas of UK immigration law: 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 legal, technical information orally and in writing including to non-lawyers.
5. A high level 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 and co-operative approach to work as part of the ILPA team.

Desirable skills

1. Candidates with a particular interest 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.