



Head of Legal Policy

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 Head of Legal Policy is a vital role for ILPA and our work. The role will formulate and implement ILPA's legal strategy in accordance with our objects and policies, in conjunction with the Trustees and the Chief Executive. This role involves representing the Association at the highest levels and acting as an ambassador for ILPA and its members. The Head of Legal Policy will also ensure that ILPA contributes to the development of immigration law and policy. This will include liaison with key networks, work with officials, government and parliament, dealing with statutory bodies, NGOs, practitioners and with the media to ensure that ILPA remains at the forefront of immigration law practice.

The ideal candidate will be an experienced practitioner 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. 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: November/December 2017

Location: Farringdon, Central London

Reports to: Chief Executive

Annual leave: 25 days per annum

Salary: £41,000 to £46,000 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 Chandra.sampath@ilpa.org.uk no later than 9am on Monday 30th October 2017.

Tests and interviews will be held on Tuesday 7th November 2017 or Wednesday 8th November 2017. Shortlisted candidates will be notified by Friday 3rd November. Applications from individuals only – no agencies.

Head of Legal Policy - Job Description

Purpose of the post:

1. Formulate and implement ILPA's legal strategy in accordance with its objects and policies, in conjunction with the Trustees and the Chief Executive.
2. Ensure that ILPA contributes to the development of immigration law and policy. This will include liaison with key networks, work with officials, government and parliament, dealing with statutory bodies, NGOs, practitioners and with the media to ensure that ILPA remains at the forefront of immigration law practice.

Key responsibilities and functions

a. Legal strategy

- Ascertain the views of ILPA members on current and emerging issues in immigration, asylum and nationality to identify the appropriate response from ILPA.
- Make recommendations as to policy positions and priorities.
- Formulate ILPA's short- and long-term legal strategies for achieving its objects and policies, in conjunction with the Trustees and the Chief Executive.
- Implement ILPA's short- and long-term legal strategies with the Legal Officer and members.
- Lead ILPA's work on legal developments, including submissions and responses, coordinating and facilitating the contributions of members.
- Represent ILPA at meetings with Ministers, officials, parliamentarians and other organisations on immigration, asylum and nationality law, where appropriate.

b. Support for practice

- Remain up to date with UK, European and international case law, legislation policy and practice.
- Compile and disseminate in appropriate and effective ways, information, case law and changes in legislation to ILPA members and others.
- Direct members and others to relevant information as appropriate.
- Assist in the development of ILPA's training programme and, where appropriate, deliver training.
- Identify, establish and maintain links with NGOs and migrant and community organisations to provide them with information and support on legal developments.

c. Litigation

- Develop and maintain ILPA's litigation strategy in conjunction with the Trustees and the Chief Executive.
- Identify opportunities for ILPA to support, intervene in and bring cases and litigation in furtherance of its objects.

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- Manage ILPA's contribution to cases and litigation including providing witness statements.
- Give instructions to lawyers instructed by ILPA, alone or with a nominated trustee to ensure that work is carried out in accordance with instructions.
- Support ILPA's work as the host of the Strategic Legal Fund – assisting the expert panel and SLF project manager as required

d. Research and publications

Lead or contribute to ILPA research and publications including:

- Setting up and supporting research projects and advisory boards.
- Project management, including managing contributors, editors and production work.
- Drafting and editing reports of research and publications or coordinating this.
- Disseminating the results of research and publications.

e. Line Management

- Line Manage the Legal Officer
- Manage and supervise legal volunteers and consultants as required.

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 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
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
6. Line management experience.