

ILPA Vacancy**Legal Director**

Job Title:	Legal Director
Start date:	July/August 2019
Location:	Central London (nearest stations Barbican/Farringdon)
Reports to:	Chief Executive
Working Hours:	Part time role – 21 hours per week. Applications for flexible working will be considered
Annual leave:	15 days per annum
Salary:	£30,000 to £35,000 Part time salary (so £50,000 to £58,000 FTE) depending on skills and experience. Pension 5% of salary.

About us

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.

About this role

The Legal Director role is vital for ILPA and our work. The role will formulate and implement ILPA's legal strategy in accordance with our objectives 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 Legal Director 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.

About you

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. 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. The Legal Director, alongside the Legal and Parliamentary Officer, drafts and disseminates tailored technical and practical support for practitioners and non-practitioners, who include public bodies, professional organisations and non-governmental organisations.

Overall purpose of the job

To formulate and implement ILPA's legal strategy in accordance with its objectives and policies, in conjunction with the Trustees and the Chief Executive.

To 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.

Main responsibilities**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 objectives and policies, in conjunction with the Trustees and the Chief Executive.
- Implement ILPA's short- and long-term legal strategies with the Legal and Parliamentary 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.
- To work with government to influence its proposals through written and oral advocacy.

b. Support for practice

- To provide support to ILPA's thematic and regional working groups by attending meetings and taking forward actions agreed at the meetings;
- 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.
- Identify, establish and maintain links with NGOS and migrant and community organisations to provide them with information and support on legal developments.
- Working alongside the Legal and Parliamentary Officer coordinate the production of the ILPA monthly mailing and the quarterly European update.
- Direct members and others to relevant information as appropriate.

c. Litigation

- Manage ILPA's contribution to cases and litigation including providing witness statements.
- Support ILPA's work as the host of the Strategic Legal Fund – assisting the expert panel and SLF project manager as required

d. Line Management

- Line Manage the Legal and Parliamentary Officer

Person Specification

Essential Skills

1. Excellent legal knowledge, skills and judgment and an ability to communicate these clearly.
2. Experience of practising in UK immigration 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. Excellent organisational and administration skills and ability to prioritise and work to deadlines.
6. Self-servicing in all respects and co-operative approach to work as part of the ILPA team.

Desired skills

1. Experience of working with parliament.
2. Experience of policy work on immigration law.
3. Line management experience.
4. Experience of working in a charity or membership organisation.

Apply for this role

Please submit your CV, a supporting personal statement and a completed equal opportunities monitoring form. The personal statement should be no more than 2,000 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.

The CV, personal statement and equal opportunities monitoring form should be sent to Amira.rady@ilpa.org.uk no later than 9am on Monday 17th June 2019.

Applications from individuals only – no agencies.

ILPA Structure – May 2019

