

ILPA Vacancy

Legal and Parliamentary Officer

Job Title:	Legal and Parliamentary Officer
Start date:	July/August 2019
Location:	Central London (nearest stations Barbican/Farringdon)
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 e.g. attending meetings) Applications for flexible working/part time working will be considered.

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 and Parliamentary 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 and Parliamentary Officer drafts and disseminates information and analysis including parliamentary briefings, tailored technical and practical support for practitioners and non-practitioners, who include public bodies, professional organisations and non-governmental organisations.

About you

The position would suit an individual who is looking to make the transition from general practice to a specialism in key aspects of immigration law such as European free movement law, or business immigration law, or legal aid. The position would equally suit an LPC, BPTC or law graduate with understanding of public law and human rights, with an interest in learning more about immigration law. Alternatively you may be keen to be working at the heart of the systemic changes signalled by the Immigration White Paper. 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.

Overall purpose of the job

To work with the Legal Director, Chief Executive, trustees and ILPA members to produce high quality analysis of immigration law and policy. To regularly disseminate information in writing and through oral presentations, and to provide flexible, tailored technical and practical support for organisations and individuals, including economic and migrant rights community organisations, to influence immigration law, policy and practice.

To work with the Legal Director, Chief Executive and the trustees to support ILPA's parliamentary work and ensure effective communication of legislative developments within ILPA.

Main responsibilities

1. To contribute to the delivery of ILPA's legal strategy which forms part of the ILPA's Strategic Plan;
2. To provide support to ILPA's thematic and regional working groups by attending meetings and taking forward actions agreed at the meetings;
3. To work with government to influence its proposals through written and oral advocacy;
4. To convene and contribute to meetings with Ministers, officials, MPs, peers, and other external organisations;
5. To prepare and disseminate, in writing, including for the website, and orally, regular updates and casenotes on legal and policy developments to ILPA members and others;
6. To identify, store, organise, interrogate, retrieve and disseminate information relevant to ILPA's work especially our parliamentary work.
7. To ensure ILPA members are supported and trained in parliamentary processes and systems to enable them to support our parliamentary work more effectively.
8. To contribute to the maintenance and development and upkeep of ILPA's information and Customer Relations Management databases, and hard copy records.
9. Working alongside the Legal Director coordinate the production of the ILPA monthly mailing and the quarterly European update.

Person Specification

Essential Skills

1. Good legal knowledge, skills and judgement and an ability to communicate these clearly.
2. Some experience of practising in UK immigration 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.
5. Excellent organisational and administration skills and ability to prioritise and work to deadlines.
6. Ability to work unsupervised/independently as well as part of the ILPA team.

Desirable skills

1. Experience of policy work on immigration law.
2. Experience of using a CRM system (preferably Salesforce).

3. To be willing and able to undertake occasional evening and weekend work.
4. Experience of working with parliamentarians (gained in or outside of Parliament) and knowledge of Parliamentary procedure and business practices

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

