



RLS is regulated in the UK by the OISC - Ref No. N202000126:

Refugee Legal Support is a registered charity (no 1191680) in England and a non-profit company in Greece

## Caseworker/Solicitor

### RECRUITMENT BRIEF

#### 1. Job Description

<b>Title of post</b>	Caseworker/Solicitor
<b>Salary</b>	£32,000 - £38,000 gross per annum commensurate to experience.
<b>Term Hours</b>	Permanent Contract (following a probationary period).  Full Time (37.5 hours per week - Monday to Friday).
<b>Place</b>	A hybrid of remote working and office based – central London.
<b>Application closing date</b>	Sunday 25 May 2025, midnight.  <b>We advise people to apply as soon as possible</b> as we will arrange interviews on a rolling basis and reserve the right to close the round earlier.
<b>Starting date</b>	Ideally Monday 14 July 2025

##### 1.1. About RLS

RLS is a UK charity and a non-profit company in Greece (AMKE).

Refugee Legal Support works in solidarity with people who migrate. We operate in the UK, France and Greece, promoting and protecting rights through legal support, casework, litigation, engagement, training and partnerships. We advocate for safe migration and oppose discriminatory immigration systems and policies.

RLS has held a legal aid contract in the UK since 2023.

## **1.2. About the role**

As a Caseworker/Solicitor you will conduct a small strategic caseload of asylum and refugee family reunion cases and assist on litigation (where eligible) under our legal aid contract to push for better decision-making, secure results for individuals and pursue improvements in the relevant law, policy and practices.

You will also act as the supervising caseworker/lawyer for the Afghan Pro Bono Initiative (APBI), which is a specialist casework project delivered by RLS with funding and pro bono assistance from 11 leading commercial law firms. As part of this role, you will supervise pro bono lawyers to provide high quality legal representation for Afghans on matters including family reunion, the ARAP scheme, the Afghan Citizens Resettlement Scheme and others. The project is now in its 3rd year, and won the *Most Effective Pro Bono Partnership* Award at the Law Works Pro Bono Awards in 2022 as well as being nominated and commended for numerous other awards in 2022 and 2023. Please note that RLS recognise that pro bono legal work is always an adjunct to, and not a substitute for, an adequate system of publicly funded legal services.

## **1.3. About the team**

You will join a dedicated casework and community engagement team, led by Isaac Shaffer. You will be closely supervised and supported by the casework supervisor, Rebecca Morris.

## **1.4. Key responsibilities**

- Have conduct of a small strategic caseload and provide high quality legal advice and representation to clients;
- Supervise the work of volunteer pro bono commercial lawyers on cases;
- Deliver training to pro bono commercial lawyers;
- Ensure that all legal work is promptly and accurately recorded on RLS's case management system and keep relevant time recording;
- Develop and disseminate relevant information on legal developments in this area for relevant stakeholders, including both the Afghan Community and building the capacity of other practitioners;
- Work in close collaboration with the other project Lawyer/s to develop and share experiences and best practice in relation to all aspects of casework (legal, evidential and procedural) and relevant internal processes;
- Work in close collaboration with the Legal Director and Casework Supervisor to ensure that appropriate steps to achieve the aims and objectives of the project are taken, including ensuring that relevant data is obtained and assisting with the timely completion of the project Operational Plan/s;
- Work in close collaboration with the APBI Coordinator to contribute to the production of materials such as project periodic reports, information on emerging and strategic issues in relation to 'safe' routes for use in advocacy, content for newsletters, social media posts and articles to raise awareness of the project and its aims and outputs;

- Participate in, and contribute to, RLS's monitoring, evaluation and learning framework;
- Be an active member of the RLS team participating in team meetings at both the UK and International level: engaging in a collegiate and collaborative environment that includes participating in the development of a new and exciting legal organisation;
- Work in close collaboration with the Community Engagement and Research Lead to contribute to the production of information sheets and other materials to disseminate to the Afghan community/ies;
- Maintain accurate and confidential records in line with GDPR;
- Adhere to RLS safeguarding policies and procedures at all times.

## **2. Person specification:**

### **Essential**

- Be either a member of the Bar, a solicitor and accredited to IAAS Senior caseworker level, accredited to IAAS Senior caseworker level, or OISC accredited to Level 3;
- Experience of asylum casework;
- Experience of refugee family reunion procedures and applications, including applications outside of the Immigration Rules reliant on Article 8 ECHR and other human rights provisions;
- Experience of online immigration applications;
- Demonstrable knowledge of legal aid provision and ECF applications;
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- Experience of and commitment to working in a collaborative way on legal cases;
- Good verbal and written communication skills in English;
- Strong organisational skills, including the ability to prioritise work and meet deadlines;
- Strong attention to detail, responsiveness, reliability and dependability;
- Strong interpersonal and relationship management skills and an ability to deal professionally and collaboratively with both legal and not-for-profit stakeholders;
- Computer literacy;
- Right to reside and work in the UK;
- Enjoy working with a small team in a flexible and fast-paced environment, as well as being an independent self-starter able to work with a high degree of autonomy;
- Have a strong commitment to upholding the human rights of asylum seekers, migrants, and refugees;
- Commitment to the aims of the project and the values of RLS.
- The successful candidate will be required to obtain an enhanced DBS certificate (we cover the cost). However, a criminal record is not a barrier to the role.

## Desirable

- Demonstrable supervision experience strongly preferred;
- Those with lived experience of navigating immigration systems are strongly encouraged to apply and will be favourably considered;
- Experience of legal aid casework;
- Experience of conducting immigration appeals and/or public law litigation;
- Experience of supervising commercial lawyers in a pro bono project setting;
- Experience of preparing and delivering training;

### 3. How to apply:

Apply by sending your:

- **up-to-date CV** and
- **cover letter** explaining *why* you would like to be considered for this role and *how your experience and skills match* the person specification. Please ensure that you state your *preferred starting date and notice period if applicable* and include contact details of a *professional reference* in your cover letter as well.

Send your Cover Letter and CV by email to Rebecca at [rebecca.haack@refugeelegalsupport.org](mailto:rebecca.haack@refugeelegalsupport.org) not later than **midnight Sunday 25 May 2025** stating “RLS: CASEWORKER/SOLICITOR” in the subject heading of your email.

We will arrange interviews on a rolling basis and reserve the right to close the round earlier. Shortlisted candidates will otherwise likely be invited to interview during the week of the 26 May 2025.

If you do not hear from us by two weeks after the closing date this will mean that on this occasion we have not been able to take your application forward. Please do feel free to apply again for any future positions which may be of interest.

#### **4. Working with us**

RLS offers a flexible working environment, with a hybrid working arrangement, including remote working. RLS has international operations, offering services in Greece and in France. The post holder will have the opportunity to meet and interact with our dedicated teams there. We invest in our staff and volunteers and support them in reaching their full potential.

#### **5. Privacy note**

Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. RLS will not share the data with other organisations for marketing or any other purposes. Your personal data will be retained only as long as it is necessary to evaluate your application.

All personal data will be treated in confidence and will be deleted after the conclusion of the recruitment process unless you wish to withdraw your candidacy at an earlier stage and would like us to erase your personal data at the same time. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data.

For any further information on our privacy policy, email [rebecca.haack@refugeelegalsupport.org](mailto:rebecca.haack@refugeelegalsupport.org)

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**We value equality and diversity in our organisations, and strive to build a workforce reflective of the communities we work in. We welcome applications from everyone regardless of age, gender, gender identity, ethnicity, nationality, sexual orientation, faith, or disability. People with refugee or asylum-seeking backgrounds are experts by experience and are particularly encouraged to apply.**