

## **Application Pack Public Law/Immigration Solicitor and Training Lawyer**

### **About the Role**

This is an exciting opportunity to join the Anti Trafficking and Labour Exploitation Unit's award winning legal team in a fantastic new role, working on emerging issues affecting victims of trafficking, with enormous potential for strategic litigation and working with partners to effect change for this hugely vulnerable group.

The ideal candidate will be a solicitor with a detailed understanding of public law and/or immigration law who is excited to share their practical legal experience with those who provide support and advocacy services to survivors of trafficking and slavery. The role will suit someone who enjoys using the law creatively and working collaboratively. They will work closely with ATLEU's Training Lead and team of specialist solicitors to develop training and resources and will play a key role in delivering an innovative project, led by ATLEU in partnership with Anti-Slavery International, helping to ensure victims of trafficking are identified and access their legal entitlements.

Alongside training and capacity-building activities the successful candidate will maintain a small legal aid caseload which will enable them to fee earn and keep their knowledge current.

ATLEU welcomes applications from candidates with different levels of experience. It is envisaged that candidates may include those with no more than 2 year's relevant legal experience as well as more experienced candidates with several years' PQE and supervision experience. The successful candidate will be intelligent, resilient, an exceptional communicator and passionate about ATLEU's mission and values.

The scope of this specification is broad, to welcome different backgrounds. However, the successful candidate will be someone willing to learn in areas relevant to victim's needs with which they are not already familiar, so they have a better understanding of the range of problems brought to them under the project.

We are committed to safeguarding our people's wellbeing. We offer group and/or 1:1 clinical supervision sessions for all our lawyers. We also provide an induction package for new staff members which includes time for individual study and internal training to develop core knowledge on working with victims of trafficking. Each staff member will also have a training budget to support their ongoing professional development in the role.

We are committed to promoting equality of opportunity and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applicants from those who are significantly underrepresented in our sector, such as individuals from Black, Asian and Minority Ethnic communities.

This role can be attached to either of our offices, in London or Sheffield, but there will be a requirement to attend some meetings in London. We are open to permanent flexible-working and remote-working arrangements and to a potential job-share for the right candidates.

## **About ATLEU**

ATLEU's mission is to secure safety and justice for survivors of trafficking and slavery.

ATLEU is a young and dynamic national charity providing legal advice and representation to survivors of trafficking and slavery and is the only charity in the UK which provides dedicated and holistic legal support to this group.

ATLEU is at the forefront of this vital and fast-moving area of law, bringing high-profile strategic challenges that shape the way the law develops and strengthening the protections for all survivors of trafficking.

Legal advice is an essential component in obtaining the support, safety and redress that survivors need to move forward. ATLEU works intensively with survivors over several years often assisting with multiple matters, helping to regularise their immigration status, obtain identification as a victim of trafficking, access treatment, support and appropriate housing, and claim compensation.

The number of trafficked persons living in the UK today is thought to be in the tens of thousands. In 2019, 10,627 potential victims of modern slavery were identified by the Government; a 52% increase from 2018

ATLEU seeks to build capacity and good practice within organisations that give advice and support to survivors of trafficking, through developing partnerships and providing training, advice and supervision. ATLEU advises and trains hundreds of professionals working with survivors of trafficking each year to improve the availability and quality of advice for survivors nationally. In some parts of the UK survivors wait for 12 months to see a lawyer. The problem is acute in the north of England and in response ATLEU opened its doors in Sheffield to improve access to this essential support which plays a crucial role in fighting trafficking in the UK today.

ATLEU is recognised as a Centre of Excellence by the London Legal Support Trust and was awarded both the Legal Aid Lawyer of the Year Award and the Marsh Award for Outstanding Contribution to the Fight Against Modern Slavery Legal Award in 2016. In 2019 ATLEU was shortlisted for Legal Aid Lawyer of the Year Award in the access to justice through IT category for ATHUB.org.uk, its online legal information resource for professionals working with survivors of trafficking.

ATLEU's has a team of twelve, with offices based in London and Sheffield, and holds a legal aid contract covering the following areas of practice:

- Public law
- Housing
- Immigration & asylum
- Claims against public authorities
- Trafficking compensation claims

## **Our values**

ATLEU has a set of values, which are integral to who we are and how we operate. These are:

***There is always another way.***

We are persistent, resourceful and creative in our approach. We do the hard work to make justice accessible. We don't give up in the fight for fairness and freedom.

***We make the time. We listen. We hear.***

We take the time to really listen to our clients and colleagues. We want to restore autonomy and agency from where it was stolen. We give advice, not tell you what to do. If you fight, we fight. Our clients' needs come first.

***Knowledge is for sharing.***

We lead the way in our knowledge and expertise of reforming the law. The strength of our team comes from our willingness to collaborate and share. We put our work before pride and always ask for help. Power of our knowledge comes through sharing it with others to secure justice and reform the law.

## Employment Information

<b>Job Title:</b>	Public Law / Immigration Solicitor and Training Lawyer
<b>Job Term:</b>	Permanent
<b>Location:</b>	The role will involve some meetings in London but the successful applicant does not need to be London based and can be attached to either our London or Sheffield office.
<b>Hours:</b>	Full Time (35 hours per week) or Part Time (17.5+ hours per week). Flexible and remote working arrangements available.
<b>Salary:</b>	£27,000 to £37,722 (Sheffield) or £29,160 to £40,740 (London) pro rata, dependent on experience. This range is based on ATLEU's pay scale which recognises experience and responsibility as colleagues progress and will be adjusted accordingly.
<b>Pension:</b>	5 % employer pension contribution
<b>Leave:</b>	25 days a year + 8 bank holidays (33 days/year) with an increase of one day per year for each year of complete service, capped at 30 days + bank holidays per year (38 days).
<b>Benefits:</b>	Clinical supervision and individual training budget
<b>Probation period:</b>	6 month probation period
<b>Reports to:</b>	Training Lead

## Main Objectives of the post

To play a key role in delivering a joint project with Anti-Slavery International, providing legal support to strengthen the capacity of frontline caseworkers in London-based organisations that assist victims of trafficking and modern slavery. The project aims to support survivors of trafficking in London to gain access to their legal entitlements through:

- building the capacity of frontline partners to connect survivors of trafficking to legal entitlements and support
- gathering evidence of key issues victims face including systemic failures in the legal system
- gathering and sharing evidence and analysis to support targeted political advocacy and strategic litigation

To generate income and stay abreast of the legal issues faced by survivors of trafficking through maintaining a small legal aid immigration / public law caseload.

To work closely with the Director and other members of the ATLEU team to share information and enhance ATLEU's core activities.

The role will combine legal casework with capacity building project activity (up to 50% of the time).

## **Primary Duties and Responsibilities**

### **Capacity building and project work**

1. To work collaboratively and share knowledge with frontline partner organisations, providing legal support to facilitate the effective use of the law to help ensure survivors are identified and assisted to access their legal rights and entitlements;
2. Provide direct legal support to caseworkers in frontline partner organisations, via telephone, email and face-to-face training based on partner needs;
3. Support the development of effective casework systems, including working with partners to develop a toolkit of casework resources (e.g. template letters for accessing entitlements, protocols for caseworkers to follow, to assess how best to support survivors' legal needs)
4. Help partners to identify unlawful decision making, develop casework responses to reduce the reliance on lawyers and identify potential strategic challenges;
5. Help to identify the data and information that can be collected to support strategic litigation and policy asks.
6. Work collaboratively to help ATLEU and Anti-Slavery International build a network that will collectively identify trends and issues for advocacy, particularly those affecting European nationals as they emerge following the implementation of NRM reforms and Brexit;
7. Provide second tier advice on immigration and/or public law, through ATLEU's email and telephone advice/helpline service, to advisers and support workers assisting survivors of trafficking.
8. Contribute content to ATHUB (ATLEU's online trafficking information resource).
9. Participate in the preparation and delivery of ATLEU's training and other events.
10. Ensure that the terms of ATLEU's funders are adhered to in all relevant aspects of ATLEU's delivery and to provide information for reports as required.

### **Casework**

11. To provide public law and/or immigration advice, assistance and representation to survivors of trafficking, ensuring it is compliant with the Specialist Quality Mark (SQM) standards, the requirements of the Legal Aid Agency contract and the Solicitors Regulation Authority. This will include interviewing clients, advising them of their rights and responsibilities, assessing suitability and effectiveness of alternative courses of action, advising on potential challenges and legal procedures. The role will focus on judicial review challenges.

12. To provide advice and assistance to survivors of trafficking to obtain Legal Aid and facilitate their access to justice.
13. To support ATLEU's other units by helping clients resolve any public law and/or immigration matters.
14. To assist clients in liaising with other people and organisations to resolve their public law and/or immigration problems, where possible.
15. To ensure that all relevant activity is entered onto ATLEU's case management system to enable accurate reporting and prompt billing and payment of work.
16. To instruct counsel and attend counsel's chambers and court with clients as appropriate.
17. To meet billing and hours targets in accordance with the requirements set by ATLEU.
18. To carry out file reviews and supervision in accordance with the SQM requirements, where appropriate (this is only applicable where the candidate holds supervisor status).
19. To attend and participate in staff and unit meetings.
20. To participate in the selection of strategic cases, including participation in strategic litigation meetings from time to time.
21. To represent clients at Court where appropriate and to do the necessary preparation and research.
22. To conduct research to support casework, including legal research.

### **Professional Development**

23. To stay abreast of changes in immigration / public/ trafficking law and read the relevant law journals.
24. To discuss regularly, with your Supervisor / Head of Legal Practice, your job performance and personal career development, participating fully in ATLEU's appraisal process.
25. To be alert to the policy implications of issues presented by clients and feed into ATLEU's campaigning and policy work on slavery and trafficking.

### **Other Duties**

26. To play a full role in the organisation, supporting colleagues as needed to carry out their work, and better meet ATLEU's aims.

27. To provide advice and assistance to clients in accordance with ATLEU's guidelines and priorities and professional ethics.
28. To support and adhere to ATLEU's equal opportunities policy and to always act in an ethical manner that upholds the good reputation of ATLEU.
29. To travel to ATLEU's London office on a regular basis as required and to travel within the UK as required to for the delivery of ATLEU's training and capacity building activities. (Except during Covid-19 imposed restrictions, when staff safety is a priority over travel.)
30. To undertake additional duties as may become necessary.

## **PERSON SPECIFICATION**

### **Experience and Knowledge**

#### **Essential**

- Minimum of 2 years' experience of public law / immigration casework.
- Knowledge of / sensitivity to / lived experience of ATLEU's client group

#### **Desirable**

- Experience of working with victims of trafficking and slavery
- Knowledge and understanding of the current legal aid system and sector and experience of working under a legal aid contract
- Experience of supervising legal casework
- Able to meet 2018 Legal Aid Agency Standard Civil Contract Public law supervisor requirements (or to be able to achieve this qualification soon after taking the role)
- Demonstrable ability to manage a varied caseload and to perform against modest billing targets
- Experience and familiarity with judicial review litigation
- Experience of strategic litigation
- Experience of developing and/or delivering training
- Experience of providing second-tier advice
- Knowledge of 'trafficking' law and an understanding of the NRM and how it interacts with other statutory frameworks
- Experience of other areas of ATLEU's legal practice
- Experience of monitoring projects and writing progress reports

### **Skills and Abilities**

#### **Essential**

- Intelligent and highly motivated and accustomed to taking decisions and having a high level of personal accountability
- Excellent interpersonal skills and professional manner, able to develop good working relationships with people both internally and externally, at all levels and with the ability to manage effective collaboration
- Excellent written and spoken communication skills able to explain complex matters in a manner appropriate to your audience and able to build rapport quickly and put clients at their ease.
- Excellent organisational skills, including the ability to manage a complex caseload alongside other activities, without compromising standards
- Ability to work in a small team in a cooperative, flexible and supportive manner
- Willingness and appetite to learn about new areas of law and confident in their ability to develop their practice to encompass a broad range of work.
- Able to work pro-actively and independently, taking responsibility for work and ensuring it is concluded successfully to a deadline
- Resilient and calm under pressure
- Flexible and adaptable to change

- Professional and mature manner, able to develop good working relationships with people both internally and externally; able to relate well to colleagues, clients and third parties, in person, in writing and on the telephone, despite the pressures of the role.
- High level of computer literacy and comfortable learning new systems and applications.

## **Personal Qualities**

### **Essential**

- Motivated by ATLEU's mission and values.
- Willing to assist in times of extreme pressure that may occur from time to time.
- Committed to equal opportunities and social inclusion.
- Sensitive to ATLEU clients' needs and to handle confidential information appropriately

### **Other**

- To have the right to work in the UK

## Application Process

To apply please email your CV, a covering letter, and an Equality and Diversity Monitoring Form to Caroline Forster, Head of Operations, at [caroline@atleu.org.uk](mailto:caroline@atleu.org.uk).

Please quote “**Job Ref: 2020/Training Lawyer**” in the subject of your email.

**The deadline for applications is 9am on Tuesday 1<sup>st</sup> December 2020.**

Applications received after this time will not be considered.

Please ensure that the cover letter:

- Sets out why you wish to work for ATLEU
- Addresses the criteria contained in the Person Specification, with a specific focus on the Experience and Knowledge section, and clearly demonstrating that you meet the essential criteria. Skills and Abilities and Personal Qualities will be tested through the interview process which will also include a written test.
- Demonstrates your competency for the role

Please ensure that we have a contact telephone number or email address so that we are able to contact you easily and in confidence.

Candidates shortlisted for interview will be advised by Friday 4<sup>th</sup> December 2020.

**Interviews will be held during w/c 7<sup>th</sup> December 2020.**

Further information about this role can be found here: <http://atleu.org.uk/jobs/>

*All information contained within the application pack is provided for information only and does not form part of an employment contract or job offer.*