

## **Legal Manager**

### **Job description**

**Salary: Up to £40,643.00 + 5% employer pension contribution**

***We encourage you to apply even if you do not meet the essential criteria. If, for example, you are accredited at OISC Level 2, we may consider making an offer for the position of "Immigration Caseworker." The salary offered will be commensurate with your skills and experience.***

**Responsible to: Head of Legal Services**

**Location: Finsbury Park**

**Hours of Work: Full time, 35 hours per week. Hybrid working with 4 days in the office**

**Contract: Fixed-term for 12-months with likelihood of extension, subject to funding**

### **About BID**

BID is a leading human rights charity challenging immigration detention in the UK. We provide free legal advice and representation on bail and deportation to people held in immigration detention, alongside our research and policy advocacy work and strategic litigation.

BID currently has 13 staff and 45 active volunteers and our small but busy offices are in Finsbury Park. Since BID's inception in 1998, we have assisted thousands of individuals, played a leading role in documenting and challenging the injustices of immigration detention and highlighted the need for adequate legal safeguards against arbitrary detention.

We are a registered charity and accredited by the Immigration Advice Authority (IAA).

### **About the role**

This is an exciting opportunity to join BID's expert legal team and play a key role in delivering high-quality, trauma-informed legal advice and representation to people in immigration detention.

As a Legal Manager, you will supervise and support BID's Legal Volunteers, manage your own caseload, and share the responsibility of administering our self-representation project, which includes supervising our advice line and attending regular legal surgeries.

You will ensure that all casework and advice provided by volunteers is accurate, IAA-compliant, and aligned with BID's strategic priorities. The role involves balancing direct legal work with volunteer supervision and training, and requires adaptability, excellent organisational skills, and a commitment to collaborative teamwork.

Legal Managers contribute to BID's training programme, mentoring many volunteers at the start of their legal careers, and helping to shape the next generation of social justice lawyers. As part of your role, you will also be expected to use evidence from casework to inform BID's policy and advocacy strategy, with the aim of bringing about systemic change.

You may also take part in external collaboration as a representative of BID, such as by delivering external trainings or presentations, or by participating in forums or meetings with various actors in

the field.

**Application pack:**

In this pack you will find:

A job description, person specification and an outline of the recruitment process

Applications will close at **12pm on Friday 05 September.**

Please send your CV and a covering letter (no more than 2 A4 pages) to the below email address, in support of your application. You should explain how your experience matches the role responsibilities and how you meet the person specification.

Please send your documentation to: [recruitment@biduk.org](mailto:recruitment@biduk.org)

Interviews will commence during w/c 08 September 2025.

Thank you for your interest in the post, and we look forward to receiving your application.

Charlotte Buckley, Director of Bail for Immigration Detainees

## **ROLE RESPONSIBILITIES**

### **Advice Line Management**

- Support the delivery of BID's general advice service to assist people to apply for release from immigration detention.
- Supervise BID's volunteers on the advice line on a rota basis ('Duty Legal Officer'), providing on-the-spot legal advice to people in detention, overseeing volunteer responses, and ensuring IAA compliance.
- While acting as a Duty Legal Officer on assigned days, ensuring that follow-up casework is allocated, tracked, and progressed in a timely manner.
- Assist with the development and management of advice services to people in detention who are facing deportation and who wish to make claims to remain in the UK based on Article 8 ECHR grounds.

### **Casework Management:**

- Review and sign off volunteer casework to ensure accuracy, quality and compliance with IAA regulations.
- Manage BID's casework inbox on a rota basis, responding to and assessing new information, updating case records and ensuring alignment with case strategy.
- Review case files, advice letters, grounds for bail, appeals and submissions.
- Maintain accurate client records on BID's database and ensure compliance with file management and recording.
- Provide support to people in detention through signposting and referrals.
- Assist with the drafting or updating of BID's self-help materials, helping to also ensure that places of detention and clients receive a regular supply of updated materials.
- Assist the team with providing monthly legal surgeries in immigration detention centres (currently Gatwick, Yarl's Wood, and Heathrow); and ad hoc legal surgeries in some prisons.

### **Volunteer Supervision and Support:**

- Provide day to day supervision, guidance and feedback to casework volunteers.
- Assist with volunteer onboarding processes and inductions.
- Foster a supportive and inclusive volunteer environment in which all contributors feel valued and motivated.
- Deliver training sessions to volunteers as part of BID's structured induction and ongoing learning programme.

### **Monitoring and Evaluation:**

- Assist other Legal Managers and the Head of Legal Services to identify strategic issues arising from casework.
- Support the team to collect data on the impact of BID's legal work to inform and shape the

creation of BID's next long-term strategy

#### **Cross-team working**

- Use evidence from casework to feed information into BID's policy and advocacy strategy.
- Identify and share emerging trends and issues from casework to inform BID's policy, advocacy, and strategic litigation.
- Work with Head of Legal Services and Head of Policy and Strategic Litigation to ensure that BID's expertise on securing immigration bail and bail accommodation is shared within the sector.
- Build/maintain links with other organisations working on issues from casework.

#### **Supervision and Regulatory requirements**

- Ensure that all aspects of the role — including casework, advice line, volunteer supervision, and training — are carried out in strict compliance with BID's IAA registration requirements and relevant regulatory guidance.
- Maintain the highest professional and ethical standards in all work, ensuring that quality assurance processes are consistently applied and documented.

#### **General**

- Participate in regular supervisions and team meetings as well as external meetings when required.
- To assist with the preparation of project descriptions and reports for fundraising or reporting to funders or trustees.
- Assist the most vulnerable clients with accessing services to ensure they have adequate support (where applicable).
- Promote trauma-informed working practices and contribute to maintaining a supportive, high-performing team culture.
- Work collaboratively as part of BID's Legal Services team, supporting colleagues and sharing responsibility for team objectives.
- Seek to continuously improve BID's work to ensure the best possible service for beneficiaries.
- Undertake any other duties consistent with the nature of the post as required.

#### **Person Specification**

##### **Essential**

- Accreditation to IAA Level 3 (or IAAS Level 2 with IAA accreditation) .
- Previous experience of conducting immigration and/or asylum casework.
- Knowledge of immigration bail.
- Ability to prioritise your workload – in a busy and deadline driven environment.
- Excellent organisational skills and the ability to multi-task.
- Experience of managing a team in a busy office.

- Excellent communication skills both written and oral.
- A demonstrable commitment to Human Rights.
- An ability to communicate and empathise with detainees from many different cultures
- Ability to work as part of a team.
- Ability to attend occasional evening meetings and travel to court, prison and detention centres.
- Excellent communication skills both written and oral.
- Strong interpersonal skills and ability to deal with people from diverse backgrounds.

**Desirable**

- Other relevant legal qualification (Solicitor or Barrister) .
- Languages in addition to English language .
- Significant recent experience of preparing and/or presenting appeals/bail applications before the First-tier Tribunal or other courts.
- Knowledge of housing policy and law, as relevant to accommodation issues faced by people in detention seeking release on bail.
- Experience of working with volunteers in a supervisory capacity.
- Experience of delivering training and/or developing a training programme.
- Experience managing or working within an open-access advice line, with the ability to navigate the competing priorities such services involve.
- Experience of working with Sharepoint.