1B Finsbury Park Road, London N4 2LA
Tel: 020 7456 9750

Legal Caseworker

Job description

FTE Salary: £37,293.00 £ + 5% employer pension contribution
Actual salary 0.8 FTE: £29,834.40
Responsible to: Legal Manager
Location: Finsbury Park
Hours of Work: Part-time, 4 days a week (Monday to Thursday in the office)
Contract: Fixed-term until 31 October 2026

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 40 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 excellent opportunity to join BID's expert legal team and support the delivery of high-quality, trauma-informed legal advice to people in immigration detention.

As a Caseworker, you will work under the supervision and guidance of a Legal Manager, contributing to BID's casework and self-representation services. You will assist with progressing case files, managing the casework inbox, providing administrative and legal drafting support, and helping ensure that clients receive timely, accurate information.

You will also play a role in supporting volunteer advisers with day-to-day queries, contributing to a positive learning environment and helping to ensure smooth project delivery. The Caseworker position involves detailed, hands-on work with client files and will aim to primarily address the demand of our services, allowing for the Legal Managers to focus on oversight of formal supervision and strategic responsibilities.

Application pack:

In this pack you will find:

1B Finsbury Park Road, London N4 2LA
Tel: 020 7456 9750

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

We will begin reviewing applications and inviting candidates to interview on a rolling basis from **16 December 2025**. As we may appoint before the advertised closing date, we strongly encourage early applications. **The final closing date, if the role remains unfilled, is 12 January 2026.**

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

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

Charlotte Buckley, Director of Bail for Immigration Detainees

1B Finsbury Park Road, London N4 2LA
Tel: 020 7456 9750

ROLE RESPONSIBILITIES

Casework Support

- Assist the Legal Manager in progressing case files and delivering high-quality casework to people in immigration detention.
- Prepare draft letters, applications, grounds for bail, and other documents for review by a Legal Manager.
- Gather, organise, and analyse evidence relevant to bail or other immigration matters.
- Maintain accurate, timely client records in BID's database and ensure files meet internal quality standards.
- Provide signposting and basic information to clients, escalating complex matters appropriately, and where necessary making referrals to legal representatives for matters which fall outside the scope of our casework services.
- Support the reduction of casework backlogs by taking on delegated case tasks and progressing cases in line with agreed strategy.
- Engage with pro-bono barristers and chambers with the aim of sourcing representation for bail hearings, in specific priority cases.

Casework Inbox Management

- Manage the casework inbox on a rota basis, responding to routine queries and triaging issues to Legal Managers when needed.
- Ensure that new information received from clients or third parties is recorded, flagged, and actioned appropriately.
- Maintain an organised, prompt, and trauma-informed approach to client communication.

Support to Advice Services

- Assist Legal Managers with the administration of the self-representation project, including preparing materials, updating templates, and ensuring documents are ready for distribution in detention centres.
- Support the legal team in preparing for and delivering legal surgeries in detention (e.g. gathering case information, preparing paperwork, attending surgeries when required).

Volunteer Support

1B Finsbury Park Road, London N4 2LA
Tel: 020 7456 9750

- Provide day-to-day assistance to volunteers, such as helping them navigate case files, use templates, or locate relevant resources.
- Respond to volunteers' routine casework queries within your experience level, escalating all legal, complex, or supervisory questions to a Legal Manager.
- Assist in ensuring volunteers feel welcomed, supported, and equipped to carry out their tasks.

Project Delivery

- Work collaboratively with the Legal Manager to help deliver project objectives and support the effective running of BID's casework projects including through research and data collection.
- Contribute operational insights from day-to-day casework to support project planning and service improvement.
- Assist in gathering monitoring data for reports to funders, trustees, or internal stakeholders.

Monitoring, Evaluation & Cross-team Work

- Help the team collect data related to casework outputs and outcomes.
- Share observations from casework with the Legal Manager to support identification of emerging trends or issues.
- Contribute information from casework to BID's wider organisational work such as policy and research, via the Legal Manager.

General Duties

- Participate in team meetings, training, and supervision sessions.
- Ensure strict adherence to BID's IAA registration requirements by working under the direction and supervision of a Legal Manager.
- Uphold trauma-informed working practices and contribute to a supportive team culture.
- Assist clients in accessing basic services and support, where appropriate.
- Undertake any other tasks consistent with the nature of the post as required.

1B Finsbury Park Road, London N4 2LA
Tel: 020 7456 9750

Person Specification

Essential

- Accreditation to IAA Level 3 (or IAAS Level 2 with IAA accreditation) *
- Previous experience of conducting legal 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
- 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

- Previous experience of conducting immigration and/or asylum casework
- Other relevant legal qualification (Solicitor or Barrister)
- Languages in addition to English language
- 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 working within an open-access advice line
- Experience of working with SharePoint

*We encourage people to apply who are awaiting their results of the Level 3 exam IAA (taken on 27 November 2025) as the results may be available at the interview stage.