

Job description: Legal Manager – Rwanda & Off-Shoring Bail Project & Revocation of Deportation Orders Project

Responsible to: Legal Director

Responsible for: Casework volunteers

Salary: £36,845 + 5% employer's pension contribution

Contract: 12 months – Office-based and working from home – negotiable

Deadline: midnight 31st July 2023 (interviews week commencing 7th August 2023)

This exciting post, initially funded for one year, has developed in partnership with five law firms to provide legal advice and representation to foreign nationals who wish to apply for bail after being served with orders for their removal to Rwanda.

The post-holder will train and supervise volunteer solicitors from the commercial firms who will prepare applications for bail for asylum seekers facing removal to Rwanda (and any other country).

The post-holder may also train and supervise volunteer solicitors working on BID's revocation project (applications for the revocation of deportation orders that have already been served upon individuals and who may also have been removed from the UK).

We are looking for a special individual, a human rights lawyer or similar, committed responding to the Government's policy of sending asylum seekers to Rwanda or other countries; and to offsetting the consequences of the removal of legal aid in deportation proceedings.

As well as securing access to justice for particular individuals and their families, the postholder will work closely with BID's research and policy team to build a body of best practice and to challenge the Government's off-shoring of asylum claims policy and its deportation policies.

This post is self-servicing.

Casework:

1. To project manage a pro bono legal advice service that will focus upon bail for those facing removals to Rwanda and/or other countries; and the revocation of deportation orders for people in the UK or abroad.
2. To set up template letters and procedures for working with partner firms, including advice letters, standard grounds for bail or appeals, the collection and review of evidence and submissions.
3. To review case files and submissions prepared by solicitors; to prepare and/or review grounds for bail and appeals, to liaise with pro bono counsel, as required.
4. To develop and deliver appropriate training for volunteer solicitors and volunteers.

5. To assist with the delivery of BID's general advice service to assist people to apply for release from immigration detention.
6. To 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.
7. To staff BID's advice line and to assist with the supervision of casework volunteers, ensuring OISC compliance.
8. To assist Legal Managers and the Legal Director on strategic issues arising from casework.
9. To provide support to people in detention through signposting and referrals.
10. To use evidence from casework to feed information into BID's policy and advocacy strategy.
11. To identify and pursue issues arising from casework with a view to supporting civil claims and strategic litigation.
12. To build/maintain links with other organisations working on issues from casework.
13. To 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.
14. To assist in external/internal training, as agreed with the Legal Director.
15. To attend relevant meetings as required.
16. To maintain client records, through the casework database and elsewhere if necessary.
17. To assist with the preparation of project descriptions and reports for fundraising or reporting to funders or trustees.
18. To contribute to the development of BID including responding to external changes/adapting methods and reviewing and reporting on the strategic plan.

Person specification

Essential

Qualifications

- You will be immigration solicitor, or barrister, or an immigration adviser accredited at Level 3 with the OISC, or you will be accredited under the Immigration and Asylum Accreditation Scheme as a Level 2 Caseworker.
- Experience as an immigration and/or asylum law advisor.
- Detailed knowledge of the Immigration Rules, Human Rights Law, EU and Asylum Law and their application in practice
- Experience of designing and delivering training, making presentations, public speaking.

Skills and attributes

- Commitment to BID's vision of a world in which no one is deprived of their liberty for immigration purposes and no one is deported from their home.
- A strong motivation for challenging injustice and a commitment to supporting clients to exercise their human rights regardless of their immigration status and/or prior convictions.
- An ability to communicate and empathise with people in detention from many different cultures.
- A commitment to team work and supporting volunteers.
- Excellent communication skills both written and oral.
- Strong interpersonal skills and ability to deal with people from diverse backgrounds.
- Computer skills, including Word and Excel.
- An ability to attend occasional evening meetings and travel to courts, prisons and detention centres around the UK.
- A willingness to adapt to the changing needs of our clients and the rapidly changing context that BID operates in.

Desirable

- Experience of delivering legal advice in Article 8 and deportation claims and appeals.
- Lived experience of issues relating to detention and deportation.
- Recent experience of preparing and/or presenting appeals and bail applications before the FTT or other courts.
- Detailed knowledge and experience of judicial review applications, and of formulating legal strategies
- Experience of preparing appeals before the FTT and the UTT
- Experience of legal or other research
- IAAS Supervisor's qualification.
- Languages other than English.
- Experience of writing and editing, especially, for example, policy briefings.
- Experience of campaigning.
- Experience of volunteering and/or managing volunteers.

How to apply

- Complete the application pack here on our website:
- If you have any questions or would like an informal chat about the post prior to applying email annie@biduk.org to organise this.