



Job Description

Job Title:	Immigration Solicitor/Caseworker				
Department / Location:	Immigration / Colchester	Reporting to:	Paula Fowler	Line Manager:	Paula Fowler
Job Summary:	Dealing with all matters relating to immigration, supporting and working with team members to provide clients with a service of a high standard and within set deadlines. You are responsible for working with the other members to ensure the department as a whole works effectively as possible. The emphasis is to work as a team and the tasks set out below are not to be regarded as strict demarcation lines.				

About FJG

All staff are highly regarded at Fisher Jones Greenwood LLP which is a young and expanding firm. We are not looking for people who are simply experts within their chosen fields, but individuals who can work on their own initiative, take responsibility for working well with our clients and get things done. Anyone working with us will have the opportunity to learn new skills alongside partners, our legal teams, our management team and all of our support staff. We will fully support and reward you for your talents in an environment that genuinely offers career paths.

Key Duties and Responsibilities

1. Taking instructions from Clients as allocated
 2. Taking initial instructions from prospective Clients where necessary.
 3. Attending to, advising and reporting to Clients and taking witness statements
 4. Instructing experts to provide reports
 5. Instructing Counsel and attending conferences and Court hearings with Counsel
 6. Issuing proceedings and all other work necessary in the conduct of immigration, asylum and public law proceedings.
 7. Advising Clients on matters of CLS Funding where necessary and applying for Funding and where a Funding Certificate is granted, keeping the CLS fully informed of appropriate developments to ensure that conditions and limitations are complied with and ensuring that all work is carried out in accordance with terms and conditions of the CLS and if necessary applying for removal or amendment of those terms and conditions.
 8. Ensuring all files are LSC franchise / LEXCEL compliant.
 9. Making sure Clients are fully aware of the terms and conditions of CLS Funding and in particular the effects of the Statutory Charge.
 10. Where Clients are indemnified for their legal fees, liaising with Insurers and ensuring the terms of insurance are kept to ensure continued indemnity.
 11. Undertaking general research as required.
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Skills and Experience

Knowledge of applications for PBS, ILR EU Law, visa, asylum and bail is desirable. In addition, the ideal candidate would possess knowledge of registration and naturalisation as a UK citizen, and other areas including, but not limited to; fiancé/fiancée, marriage, ancestry, child access, appeals and judicial reviews.

The ideal candidate will be Immigration and Asylum Level 2 Accredited and have previous relevant experience; knowledge of a case management system and Microsoft Office software skills are essential. They should also have organisational intelligence and communication skills and be able to work on their own initiative and pre-empt problems and identify solutions. They will be ambitious and professional and recognise the relevance of their role and responsibilities and its impact on our clients as well as their own future career.

Key Competencies

Accuracy and knowledge of MS Office is fundamental and speed of turnaround and excellent communication skills are key. Needs to be able to show initiative and be self-sufficient, as well as a team player. Needs to have a 'can do' work ethic and be able to adapt to changes to daily requirements, juggling tasks and pre-empting problems. Time management and an ability to prioritise are essential as will be a practical and intuitive understanding of casework and client care.

You will also be required to undertake other tasks as directed to ensure the work of the department or firm as a whole is carried out.

The above will change/be amended as your knowledge and experience within the firm grows.

Person Specification

	Essential	Desirable
Qualifications	<p>Law Degree</p> <p>Immigration & Asylum Level 2 Accredited</p>	<p>Management Experience</p>
Skills	<p>Excellent interpersonal and communication skills – both verbally and in writing.</p> <p>Ability to work meticulously and methodically.</p> <p>Have an ordered approach to documentation and procedures.</p> <p>Ability to work as member of the team</p> <p>Good organisational skills with the ability to prioritise</p>	<p>Use initiative to plan own work schedule to meet deadlines.</p>
Knowledge	<p>Knowledge of applications for PBS, ILR EU Law, visa, asylum and bail.</p> <p>Knowledge of registration and naturalisation as a UK citizen, and other areas including, but not limited to; fiancé/fiancée, marriage, ancestry, child access, appeals and judicial reviews.</p>	<p>Working knowledge of Partner for Windows.</p>
Experience	<p>Minimum of 1 years PQE</p>	<p>Experience of working with case management systems.</p>
Personal Attributes	<p>To be able to work well under supervision.</p> <p>The ability to use own initiative.</p> <p>Self-motivated with the ability to meet tight deadlines.</p> <p>A sensible, professional and positive approach to work..</p> <p>Works effectively under pressure.</p>	