

We're hiring

Senior Legal Aid Advisor



WELCOME

Message from our CEO

Thank you for your interest in working at LRMN and supporting the life-changing work that we do. It is thanks to our wonderful staff members, volunteers, trustees, and our clients that LRMN is a dynamic and joyful work environment, where we enact real and tangible change for the communities we work with. We'd love to have you join us and support us to grow.

Our staff and volunteers are our greatest asset, so we take recruitment seriously. To this end, please find in this job pack information about LRMN, the communities we support, and this role. We're looking for someone to join us as our Senior Legal Aid Advisor.

We will always stand by people standing up to an unjust immigration system. We provide a safe haven for people to rebuild their lives and our Senior Legal Aid Advisor role is a key part of that. Sitting in the immigration team, you will work on our Legal Aid contract alongside a team of Immigration Advisors working on a mix of grant funded projects for migrants unable to afford private representation. You will work within a supportive environment, reporting to our Immigration Manager, and be able to develop your areas of expertise. We're a small and collaborative team so you will have the opportunity to work closely with other members of the organisation.

Our story

In the 1980s a group of students, teachers and local people came together to form an advice service to support refugees and asylum seekers in Lewisham. In 1992, with financial help from Lewisham Council, the advice service opened its first office and by 1996, we became a registered charity, opening our doors to all migrants in need of our help.



Alan Robertson, CEO

ABOUT US

Our Vision

People from all backgrounds belong and thrive and are treated with respect and dignity in a just and welcoming society.

Our Mission

To enable refugees, asylum seekers and migrants (RASM) to know and exercise their rights, thrive, integrate and engage in activities to bring about change for a better future.

Our Goal

To reduce poverty, increase inclusion and engagement, and improve mental health and well-being amongst the RASM community in London.

Our Values

Collaborative

We know we are stronger together. We will involve the people we serve, our team and our partners in designing and delivering our work.

Refugee and Migrant Justice

Rights and justice primarily for refugees and migrants are at the heart of everything we do.

Integrity

We will be honest and do the right thing

Equity, Diversity and Inclusion

We are committed to building a community that removes barriers, embraces people from all backgrounds and provides opportunities for them to rebuild their lives.

Our Strategic Goals

Strategic Goal 1

Effective and Modern Governance, Leadership, Management, Financial and Organisational systems and operations.

Strategic Goal 2

Grow and Improve our services.

Strategic Goal 3

Develop and sustain effective and relevant partnerships, collaboration and influence.

Strategic Goal 4

Resilient, competent and compassionate workforce.



This year's HIGHLIGHTS

1,671

People supported
by LRMN

221

People received
housing and
welfare benefits
advice

243

Applications made
to regularise status

1,785

Food parcels given out,
with 1,530 of these at the
Migrant Hub!

196

Women and girls
supported by the
Women Together
project



£1,730

Hardship funds given

103

Issues solved for
resettled refugees
in Lewisham



79

People given digital
access support

357

People supported
through the
Greenwich Migrant
Hub



Miri's story

When Tatsu found Miri sleeping in the corridor of her building, she couldn't imagine what Miri had been through. After hearing her story, Tatsu brought Miri straight to LRMN, where we started our work to support her.

Miri's in-laws had been threatening her, and she had been experiencing domestic abuse. One day, Miri couldn't take it anymore and contacted a travel agency to help her get to the UK. She saved all her money to pay the agency for the documents, travel, and accommodation, transferring her life savings. She hoped to secure a good life in the UK, and education for her children.

However, Miri's host took her money, passport and travel documents and locked them away. Then she made Miri work in the house, unpaid. Miri's children, who she had prepared for school, were not allowed to leave their bedroom. It was violent, difficult, and exhausting - and one day, she had packed her bags and run, which is when Tatsu had found her.

LRMN immediately secured emergency support and accommodation for Miri and her family, and secured immigration advice from a specialist agency working on modern slavery. As a result, Miri is now on the path to being safely able to stay in the UK, getting the support she needs, and her children are finally able to attend school.

Modern slavery is a common challenge we see at LRMN. With a worsening political environment, and a lack of safe routes, we are deeply concerned about a rise in modern slavery and human trafficking and urge the government to open more routes to settlement.

WHAT WE OFFER

Annual leave

26 days leave (pro-rata) plus bank holidays and additional days off between Christmas and New Year when the office is closed (normally 3 days).

Core hours

Our core hours are 10am-12pm and 2pm-4pm. Staff can work their hours flexibly around these.

Hybrid working

We have adopted a hybrid working model. Staff working 4 or 5 days/week are required to be in the office 2 days a week. Other staff are required to be in the office 3 days every fortnight.

Training & development

Each staff member has an annual £500 training budget for them to use in agreement with their manager. We also hold regular training for the whole staff and volunteer team.

Wellbeing support

We offer all staff external clinical supervision and access to an Employee Assistance Programme.

Compressed hours

We offer staff the option to work compressed hours. Staff are able to work 10 days in 9 or work 5 days in 4.



Experts by Experience Employment Network

We are proud to be a member of the Experts by Experience Employment Network, which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use their information and resources which may help in preparing your job application.

JOB DESCRIPTION

Role	Senior Legal Aid Advisor
Reports to	Immigration Manager
Location	LRMN office in Lewisham and outreach locations
Hours/week	35 hours/week
Salary	£42,230 +6% pension
Type of contract	12 month contract

Main Roles

- Manage a full caseload of complex immigration matters funded by legal aid, including asylum, human rights, and deportation cases.
- Ensure compliance with regulatory and contractual obligations (IAAS, SRA, LAA).
- Complete funding applications, manage provider submissions, track time, prepare and submit legal aid bills and ensure compliance with LAA obligations.
- Provide ad hoc supervision, mentoring or training to members of the immigration team working on related immigration matters.

Specific Duties

1. Manage a full caseload of complex immigration matters funded by legal aid, including asylum, human rights, and deportation cases.

- a. Manage a complex caseload across the field of immigration, nationality and asylum law.
- b. Prepare, draft and file appeals to the First-tier and Upper Tribunals and conduct appeals hearings as required.
- c. Own legal aid processes for each case: complete funding applications, provider submissions, billing, time recording and compliance with funder requirements.
- d. Provide expert legal advice and represent clients in hearings; instruct counsel when necessary and manage counsel budgets.
- e. Interview and advise clients regarding immigration and asylum law procedure, and practice in a sensitive and professional manner.
- f. To maintain accurate and detailed case records of clients for the purpose of continuity of casework, information retrieval and statistical monitoring, using Advice Pro as appropriate and as required by management.
- g. Advocate on behalf of clients by telephone, letter and email with appropriate agencies.

2. Ensure compliance with regulatory and contractual obligations (IAAS, SRA, LAA).

- a. Maintain Continuing Professional Development (CPD) in line with IAA, IAAS registration or similar professional body, e.g. SRA
- b. Keep up to date at all times with changes in the law by reading and attending training events relating to asylum and immigration.
- c. Adhere to casework procedures as outlined in LRMN's policies, the IAA, SRA, IAAS, SQM and AQS.
- d. To maintain accurate and detailed case records of clients for the purpose of continuity of casework, information retrieval and statistical monitoring, using manual or/and computerised systems (Advicepro) as appropriate and as required by management.
- e. Produce reports to meet funder's and LRMN requirements.
- f. Work closely with the Immigration Manager and/or external evaluator in gathering data and information to produce accurate monitoring and evaluation reports.
- g. To assist LRMN in liaising with its funders and to provide statistical information and updates as required.

3. Complete funding applications, manage provider submissions, track time, prepare and submit legal aid bills and ensure compliance with LAA obligations.

- a. Complete initial funding applications and any subsequent variations or exceptional funding requests; gather and upload supporting evidence; ensure eligibility and means assessments are correctly recorded.
- b. Submit and monitor claims through the LAA portal (or other relevant portals), respond to queries or requests for further information, and liaise with LAA caseworkers or contract managers as required.
- c. Draft detailed bills in the required format, check calculation of fees and disbursements, obtain necessary approvals, and submit within contractual deadlines.
- d. Maintain documentary proof to satisfy LAA audit requirements (attendance notes, advice records, evidence of means), respond to audit enquiries, and implement remedial actions where required.

4. Provide ad hoc supervision, mentoring or training to members of the immigration team working on related immigration matters.

- a. Maintain close liaison with the Immigration Manager to ensure a unified approach to leading and developing the team.
- b. Provide occasional mentoring or supervision to individuals working on legal aid cases.
- c. Provide occasional training to individuals working on legal aid cases.

5. Other Duties

- a. To participate in LRMN staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
- b. To attend supervision and appraisal meetings and other relevant activities.
- c. To be able to perform your own administrative duties.
- d. Work flexibly as agreed to meet the demands of the service – this may involve occasional evening, weekend and outreach work.
- e. Maintain confidentiality in all matters relating to the work of the organisation.
- f. Comply with LRMN's policies and procedures.
- g. Adhere to LRMN's vision and mission and positively promote its work.
- h. Undertake any other work as may be reasonably requested.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview processes for this post. Candidates are encouraged to answer the essential list below to the best of their ability.

Essential

- Accredited and registered at IAA Level 3 (or equivalent) with IAAS Level 2 (Senior Caseworker) accreditation (or equivalent).
- Educated to a degree level or equivalent.
- Significant experience managing a complex caseload of immigration, asylum, nationality and human rights matters.
- Experience of working under a Legal Aid Agency (LAA) contract, including funding applications, billing, and compliance.
- Strong understanding of Legal Aid Agency (LAA) requirements, billing processes, and audit standards.
- Experience of supervising, mentoring or training junior staff or volunteers in immigration casework.
- Experience of working to strict deadlines and managing a heavy caseload.
- Experience of assisting clients with Human Rights claims especially Article 8.
- Experience of assisting clients who have been trafficked, survived domestic abuse and other related matters.
- Knowledge and understanding of the voluntary sector.
- Understanding of some of the key recent and upcoming changes on immigration and other relevant legislations and the effects of these on our clients.
- Excellent communication skills, both oral and written.
- Professional written advocacy skills within a legal environment.
- Excellent record keeping both paper based and electronically.
- Proven interpersonal skills.
- Ability to work effectively with a range of stakeholders to improve service provision.
- Ability to manage workload, work on own initiative and undertake peer reviews.
- An understanding and sensitivity to other cultures and issues raised by immigration/asylum matters.
- Ability and willingness to travel to conduct outreach.
- Ability to use IT effectively.
- Experience of using Advice Pro or other case management system.

Desirable

- Judicial Review Case Management Authorisation
- Supervising senior caseworker
- Higher Rights of Audience or equivalent tribunal advocacy experience

HOW TO APPLY

To apply for this role, please apply through [Charity Jobs](#).

LRMN is an equal opportunity employer and committed to safeguarding and fulfilling its duty of care to people working and volunteering in the organisation and to those we come into contact with.

The successful candidate will be required to complete an Enhanced DBS.

Deadline: 9am 24th November

Interviews: Week of 1st December

Got questions?

If you have any questions about the role, need this information in a different format, or need our application form in a different format, please reach out to Jorja at HoO@lrnmn.org.uk.

LRMN.ORG.UK

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Charity number: 1058631 / Company number: 3252691 / OISC number N201100038

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