

JOB TITLE:	Director of Asylum Aid
LOCATION:	Asylum Aid & Helen Bamber Offices (London)
RESPONSIBLE TO:	CEO of the Helen Bamber Foundation Group
CONTRACT:	Permanent, full time (37.5 hours) Flexible working supported
SALARY:	£50,000
BENEFITS:	27 days holiday plus 4% matched pension contribution

BACKGROUND

Asylum Aid has long been a leader in the Immigration and NGO sector: providing high-level legal casework to ensure the protection of vulnerable refugees, asylum seekers and migrants and using its expert knowledge to drive forward system change. Now, in its 30th year of providing high quality legal support in asylum, immigration and public law work, these services are needed more than ever. Asylum Aid also has specific funded projects on statelessness casework and welfare benefits.

The Helen Bamber Foundation is a pioneering Human Rights charity supporting refugees and asylum seekers who are the survivors of trafficking and torture, including gender-based and 'honour-based' violence. Recognising the complexity of each client's suffering and needs, the Foundation offers specialist services within a Model of Integrated Care encompassing: therapy; medical advice; legal protection; counter-trafficking support; housing & welfare advice; and community and integration.

The Helen Bamber Foundation and Asylum Aid are proud to announce that since August 2020, we have combined our efforts to support the vulnerable asylum seekers and refugees who need us the most. We specialise in representing those with complex cases

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the OISC (no N200100125).
Registered office: Derry House, 20 Penfold Street, London, NW8 8HJ



Immigration
& Asylum

Lexcel
Practice Management Standard
Law Society Accredited



that often cannot access representation elsewhere, including survivors of trafficking and torture, children and stateless persons.

ABOUT THE ROLE

The ideal candidate will have extensive experience across the field of immigration law and human rights. You will be able to provide practical and strategic leadership, to re-establish a well-respected organisation, to deliver trauma-informed legal casework, and to deliver policy and influence within the sector. You will have recent in-practice experience as a barrister/solicitor/CIFLEX or senior immigration caseworker with IAAS Level 2 and supervisory accreditation and significant experience in publicly funded immigration work under a Legal Aid Agency Contract.

As the Director of Asylum Aid, you will be responsible for supporting and managing a growing team, and providing strategic oversight for the organisation in collaboration with the CEO for the Helen Bamber Foundation Group. This will include: the application of sound governance practices and office management; supporting the maintenance of relationships with the Board of Trustees, and other external and internal communications; and supporting the financial and driving the regulatory management of Asylum Aid.

We expect the post holder to spend up to 0.4FTE of the role on legal casework, holding a small caseload of Legal Aid and/or statelessness casework, and delivering high quality legal services on the full range of immigration and welfare issues that affect migrants, refugees, and asylum seekers. Experience of running judicial review cases, particularly in respect of strategic litigation, and working with vulnerable clients including victims of trafficking and UASCs, is highly desirable.

As is the nature of this sector, the role will be exposed to a high volume of traumatic and distressing material and, whilst they will be supported by senior management and the CEO, they should also be able to demonstrate knowledge of good self-care principles in an intense work environment and dissemination of those principles to the supervisors and junior members of the team.

Equal Opportunities

The Helen Bamber Foundation and Asylum Aid is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. We particularly welcome applications from Minority Ethnicities.

Key Duties and Responsibilities

Strategic

- Lead on the development and implementation of Asylum Aid's organisational and legal strategy with the support of the CEO;
- Work closely with the team supervisors to drive challenges through strategic litigation;
- Establish and ensure that individual casework targets and strategic objectives are met;
- Ensure that all reporting and monitoring requirements are met;
- Support the cross collaboration of the Asylum Aid team with the Helen Bamber Foundation team; and
- Attend and provide quarterly reports and other papers as necessary to the Asylum Aid Board and the Finance and Fundraising Committee.

Management and Supervision

- Responsible for team management and organisational Human Resources and direct management of team supervisors;
- Ensure the team comply with professional standards and accreditation; and
- Ensure the team's well-being and that self-care practices are established and work in tandem with supervisors to ensure trauma-informed ways of working.

Legal Casework

- Oversee legal advice and representation to clients on asylum, immigration and stateless matters in conjunction with the supervisors;
- Provide legal advice and representation for a small caseload of Legal Aid and/or statelessness clients;
- Establish, with the team, a system for managing referrals and other initial advice enquiries;
- Oversee the Statelessness Project in conjunction with the Statelessness Project Coordinator;
- Ensure, with the team, the maintenance of client files and records in line with file management procedures and LEXCEL standards;
- Share analysis of legal information from domestic and international case law and legislation; and
- Provide technical supervision and guidance to other staff where necessary.

Governance & Finance

- Work closely with the CEO and the Helen Bamber Foundation Group Finance Team to set and manage budget(s) and general financial matters for Asylum Aid;
- Ensure that Legal Aid and other income is maximised, and targets are achieved.

Other duties:

- Work closely with the Helen Bamber Foundation Group Fundraising and Communications Team to prepare grant proposals;
- Manage the recruitment and supervision of volunteers where necessary in collaboration with the Helen Bamber Foundation Group Volunteers Coordinator;
- Have oversight of Asylum Aid's office management alongside the Helen Bamber Foundation Group HR and Operations Coordinator;
- Work collaboratively with others in the sector to promote Asylum Aid's work and establish potential partnerships;
- Use the evidence base generated to identify strategic challenges that can feed into wider policy, research and campaigning work; and
- Undertake any other related activities as required.

Essential Experience

- Experience of running a small to medium sized charity/legal NGO and/or legal department within the NGO sector (or other equivalent senior management role);
- Demonstratable experience of managing and leading a successful team;
- Strong understanding of good governance including legal, regulatory and financial responsibilities;
- Ability to work with range of stakeholders from trustees to external partners;
- Experience of leading and/or participating in organisational strategic planning;
- At least five years' and up to date experience of maintaining a caseload of complex asylum, immigration and human rights cases in line with OISC/IAAS and LAA regulatory requirements;
- Working knowledge of Legal Aid Agency contracts;
- Experience of managing LAA funding and setting and implementing budgets;
- Experience in setting and delivering targets and OKRs;
- Experience of working in a service delivery partnership with other organisations; Experience of fundraising, especially grants from trusts and foundations; and
- Demonstrable understanding of the asylum and human rights sector.

Desirable Experience

- At least three years' experience as a supervisor under the IAAS scheme;
- Experience of conducting immigration judicial review work, with a particular emphasis on strategic litigation;

- Experience of legal policy work within the human rights field;
- Experience of representing vulnerable persons in legal casework, including victims of trafficking, UASCs, and stateless persons;
- The ability to design and deliver training courses and workshops on related legal issues for a varied range of participants.

Person Specification

In addition to the essential criteria and desirable criteria above, the ideal candidate will meet the following criteria for the post:

Knowledge

- Excellent working knowledge of the law and policy as it relates to immigration and asylum
- Understanding and working knowledge of setting and maintaining organisational budgets;
- Understanding the requirements of OISC/SRA/Lexcel and the LAA in relation to the conduct of cases, file management and supervision;
- Thorough understanding of LAA contract provisions in relation to controlled work, exceptional case funding, and public law matters;
- Good awareness of the welfare and support entitlements of asylum seekers in the UK; and
- An understanding of the barriers migrants, refugees, and asylum seekers face regarding access to legal advice, reasons why they may become destitute and why this makes it more difficult to access advice and support.

Abilities

You will have excellent team management and communication skills and the ability to:

- manage a growing team with mixed roles from team supervisors to administrative support staff;
- work co-operatively with colleagues;
- foster and maintain a high level of colleague and client care within the team;
- work autonomously, prioritise workloads and meet deadlines;
- communicate effectively with people from a wide range of backgrounds;
- deal empathetically and supportively with migrants, refugees, and asylum seekers;
- communicate fluently and effectively in English, with a range of internal and external contacts;
- be self-servicing in an office environment;
- work outside normal office hours as required; and

- travel in order to carry out the responsibilities of the post.

Please note that the successful candidate will be offered the job subject to suitable references and a DBS check. This role will require disclosure of both the adult and child barring lists. If appointed, you will be required to give your consent to Asylum Aid to receive regular updates on your criminal records status throughout your employment.

In order to apply please submit an up to date CV and a covering letter by **9am Monday 21st June 2021** by outlining your relevant skills and experience, as well as how your previous experience that matches the listed responsibilities and person specification to jobs@helenbamber.org. Please state in your covering letter when you would be available to start the role. In setting the salary regard has been had to average sector pay and the NCJ and NICVA payscales. We particularly welcome applications from Minority Ethnicities.

Interviews are scheduled to be held during the week commencing **5th July 2021** and will be conducted via Zoom. For any queries, please call 0203 058 2020 and ask to speak to Kerry Smith (CEO) at Kerry.smith@helenbamber.org

We regret that we can only respond to applicants who make it to the interview stage.
No agencies.