



South Yorkshire Refugee Law and Justice

The Sanctuary, 37-39 Chapel Walk, Sheffield S1 2PD

info@syrjlj.org.uk

Charity Number: 1199706

South Yorkshire Refugee Law and Justice is looking for a passionate and highly competent individual to support our excellent legal team as our new Paralegal. This post would suit someone who is passionate about migrant rights and social justice and is looking to pursue a career in Human Rights Law.

As a paralegal you will provide vital support to our legal team, whilst also growing your own legal skills, knowledge and qualifications.

About South Yorkshire Refugee Law and Justice

SYRLJ was founded in 2012 in response to a chronic lack of legal services for migrants in the region. Our current work consists of the following:

- Providing high quality legal advice and representation to people seeking sanctuary in South Yorkshire.
- Supporting our local communities and standing in solidarity against the hostile environment.
- Working towards better access to justice both locally and nationally.

We recently became a legal aid provider and we are in an exciting period of growth and we are keen to receive applications from those who will relish the opportunity to help our organisation develop its capacity to better meet the needs of our community.

About the role:

Job title:	Paralegal
Responsible to:	Legal Adviser
Salary:	£26,019 (pro rata)
Hours:	4 days per week (28hrs)
Holidays:	28 days plus English Bank Holidays (pro rata)
Contract:	Permanent

What we are looking for:

We are looking for someone with a passion for social justice who is pursuing a career in immigration law and has the following attributes:

- An interest in and talent for legal work
- A commitment to our vision that all those seeking sanctuary in South Yorkshire should have access to justice and be treated with respect and fairness.
- The ability to provide administrative support to colleagues
- A keen eye for detail
- The ability to identify problems and design solutions
- Excellent written and verbal communication skills including the ability to communicate effectively across language, cultural, mental health and neurodiversity related barriers

Why work with us?

We are a friendly, supportive and hard-working team of people, who care deeply about the work we do. As an organisation we work hard to maintain a supportive and inclusive working environment and we understand the need for a healthy work life balance. All staff have access to regular training and professional development opportunities as well as enhanced sickness and family friendly policies. Our salary structure is regularly reviewed, taking account of cost of living and inflation rates and we offer generous annual leave and Employer Pension Contributions. We are open to flexible working arrangements wherever possible.

Other Key information for candidates:

- Legal experience and qualifications are not a requirement for this role. Training will be provided.
- We particularly welcome applications from candidates who have lived experience of seeking sanctuary and navigating immigration systems. If you would like additional support with the application process you can receive this through the Experts by Experience Employment Initiative: <https://www.ebeemployment.org.uk/ebe>

- SYRLJ is not able to sponsor visas, and therefore you must have a right to work in the UK in order to be appointed to this post.
- This is an office based post. The post-holder will be based at the SYRLJ office in Sheffield city centre and will be required to work from the office. There may be scope for occasional working from home subject to the needs of the organisation and approval from the line manager.
- Normal working hours are usual office hours, Monday to Friday. For part time posts we are open to negotiation on working days, taking account of the needs of the organisation and wider team.
- There may occasionally be a requirement to attend meetings, training and other events outside normal working hours.

The closing date for applications is Midnight on Sunday 17th August 2025.

Interviews will be conducted on Thursday 28th August 2025.

To apply for this role please send a C.V. and completed application form to recruitment@syrlj.org.uk.

If you have any questions or would like to discuss the role, please contact:
Tom Nunn, Legal Director – tom.nunn@syrlj.org.uk

Job Description

JOB PURPOSE

To assist in the provision of free, high quality legal advice and representation to refused asylum seekers and other clients of SYRLJ.

To work with the rest of the team to maintain the ethos of SYRLJ and to develop its work to improve asylum legal representation in Sheffield and South Yorkshire.

MAIN DUTIES AND RESPONSIBILITIES.

Equal Opportunities

1. To actively promote the aims, core values and equal opportunities practice of SYRLJ.

Legal casework and administration

2. To assist the legal team in undertaking legal casework on behalf of our clients.
3. To undertake administrative tasks in relation to legal casework including obtaining client files and records, booking client appointments and interpreters and scanning and filing client paperwork.
4. To assist with the support of our volunteer team.
5. To provide administrative support and services to SYRLJ clients
6. To provide administrative support at our busy community drop-in advice sessions
7. To assist with legal aid file maintenance and billing
8. To assist with the development and maintenance of systems which capture and record our work.
9. Maintain case records for the purpose of continuity, information retrieval, monitoring, reporting and regulatory compliance.
10. To be administratively self-servicing.

Organisational

11. In collaboration with the rest of the staff team, to develop and maintain a humane, inclusive and supportive working environment for clients, staff and volunteers.
12. To support and assist volunteers in their duties where needed
13. To engage with and feed into the development and improvement of organisational policies, procedures and structures.

Professional development

14. To attend management supervision, appraisal meetings and clinical supervision;
15. To keep up to date and meet identified learning and development needs as appropriate.

General

16. To attend team meetings as required.
17. To undertake any other duties that are compatible with the functions of the post.

Person Specification

Essential:

A commitment to the mission, vision and values of SYRLJ.

Excellent organisational skills.

Excellent written and verbal communications skills, including the ability to communicate effectively across language and other barriers.

Ability to use IT effectively including case management systems.

Ability to work in a resource limited environment.

Ability to work collaboratively as part of a small team, take initiative and support other colleagues where required

An awareness of the wider issues and challenges faced by asylum seekers and refugees.

Desirable

Knowledge of immigration law and the asylum process and the experiences of those subject to these systems.

Academic or vocational qualifications in UK Law

Experience of working with volunteers

Experience of working with vulnerable people