



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 motivated qualified Legal Adviser/Solicitor to join our busy casework service providing legal advice and representation to people seeking sanctuary across South Yorkshire.

As a Legal Adviser, you will be providing direct advice and representation to clients as well as providing supervision and support to junior team members and volunteers. Alongside this, you will be an integral part of our drive to develop our service and improve the quality and quantity of immigration legal services across South Yorkshire.

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 are in an exciting period of growth and we are keen to receive applications from practitioners who share our passion and drive to improve access to justice across the region and beyond, and to help our organisation develop its capacity, reach and approach to best meet the needs of our community.

About the role:

Job title: Legal Adviser

Responsible to: Legal Director

Salary: £31,347 – IAA/IAAS L2 qualified

£34,353 – IAA/IAAS L2 with 3+ years experience

Hours:	4 - 5 days per week (28 - 35 hours) subject to postholder preference.
Holidays:	28 days plus English Bank Holidays (pro rata)
Contract:	Permanent
Pension:	6% Employer Contributions

What we are looking for:

We are looking for someone with a track record of providing high quality immigration legal services to people seeking sanctuary who also has the following attributes:

- The ability to work well under pressure and maintain excellent standards of work.
- The skills and knowledge to give accurate and effective legal advice and representation.
- A tenacious and creative approach to legal work.
- Excellent written and verbal communication skills including the ability to communicate effectively across language, cultural, mental health and neurodiversity related barriers
- 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 build trusting and constructive relationships with clients who have been let down by legal services.

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:

- 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.
- We are open to candidates who would like to work 4, 4.5 or 5 days per week.
- The majority of our legal work is conducted face to face with clients. The post-holder will work predominantly at the SYRLJ office in Sheffield city centre with the option to work occasionally from home subject to organisational needs and approval from their line manager.
- Normal working hours are usual office hours, Monday to Friday. For part-time staff, working days are open to negotiation, taking into account of the needs of the organisation and wider team. At present all staff are required to work from the office on Wednesdays.
- 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 31st August 2025
Interviews will take place on Thursday 11th September.

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

For any questions or to discuss the role please contact our Legal Manager Tom Nunn:
tom.nunn@syrjlj.org.uk

Job Description

JOB PURPOSE

To provide high quality immigration advice and representation to refused asylum seekers in South Yorkshire

To work with other staff, volunteers and trustees 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 Supervision

2. To manage a complex caseload of asylum and immigration related cases.
3. To provide direct representation where appropriate including taking instructions from clients, assessing and advising on legal options and making applications for leave to remain where possible.
4. To provide one-off legal advice on a wide range of asylum and immigration related matters, on a regular basis at our community drop-in sessions.
5. To provide guidance and support to volunteers and trainee advisers.
6. To liaise with partner organisations and practitioners on matters relating to individual clients.

Organisational

7. To contribute to the development of SYRLJ as a centre of high-quality legal immigration advice and representation in South Yorkshire.
8. To contribute to the provision of excellent training and learning opportunities for aspiring human rights advocates.
9. To support the organisation to fulfil its regulatory requirements relating to the IAA, LEXCEL, The Legal Aid Agency and the Law Society.
10. To actively maintain a safe, welcoming and accessible service for our client group.
11. To maintain an inclusive and creative working environment for staff and volunteers.
12. To deliver training, support and advice to partner organisations as required.
13. To help to maintain SYRLJ's up-to-date organisational expertise on matters relating to asylum and immigration law as relevant to our client group.

Administration

14. To maintain case records for the purpose of continuity, information retrieval, monitoring and reporting.
15. To be administratively self-servicing.

Professional development

16. To attend supervision and appraisal meetings.
17. To keep up to date and meet identified learning and development needs as appropriate, including maintaining professional standards and accreditation and working towards legal qualifications as required.

General

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

Person Specification

Please note that all points within this list must be addressed when completing your application. You should go through the Person Specification point by point in your cover letter and show how you have the particular experience, knowledge or ability asked for, giving examples.

Essential:

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

Qualified at IAA level 2 and/or IAAS Senior Caseworker or above.

Recent experience practising as an immigration/asylum caseworker or solicitor at IAA level 2/IAAS Senior Caseworker level or above.

A thorough knowledge of the asylum and immigration advice sector in the UK.

A strong track record of dealing with complex immigration and asylum cases including fresh claims and applying imaginative legal approaches to help bring them to resolution.

Experience of supporting junior staff and volunteers with varying levels of knowledge and experience.

Knowledge of key recent and upcoming changes in relevant legislation, caselaw and policy and the effects of these on our clients.

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

Ability to respond sensitively and constructively to clients with complex mental health and social support issues.

The ability to work under pressure, prioritise and meet deadlines.

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

A commitment to the aims, principles and policies of SYRLJ.

Ability to use IT effectively including case management systems.

Ability to work in a resource limited environment.

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

The ability to meet external regulatory requirements including maintain registration, CPD and the ability to study for and pass legal exams.

Experience of working with interpreters and a good understanding of how to do this professionally and effectively.

Desirable

Experience of supervising IAA regulated staff and volunteers and an understanding of the associated regulatory requirements.

Recent experience of working under an immigration legal aid contract.

Experience of delivering professional training on immigration law related topics.