



Trainee Legal Adviser - Justice First Fellow

South Yorkshire Refugee Law and Justice

October 2025

About South Yorkshire Refugee Law and Justice

South Yorkshire Refugee Law and Justice is a grassroots community legal organisation that delivers free legal support to people seeking sanctuary and fights to increase access to 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.

What we are looking for:

We are looking for a passionate and highly motivated individual who wants to develop their career in the field of human rights law/immigration legal advice. As a Trainee Legal Adviser you will be directly involved in delivery of front-line advice and representation whilst also working towards gaining IAA and IAAS qualifications in asylum and immigration law and legal advice.

We recently became a legal aid provider and we are in an exciting period of growth. 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.

We particularly welcome applications from candidates who have lived experience of asylum/immigration systems and processes.

For any questions or to discuss the role please contact Tara Topteagarden:
tara.topteagarden@syrjlj.org.uk

To apply for this role go to: [LEF | How to apply for a fellowship](#).

Job title:	Trainee Legal Adviser
Responsible to:	Legal Director
Salary:	£28,297 pro rata
Hours:	35hrs per week
Holidays:	28 days plus English Bank Holidays (pro rata)
Contract:	Permanent
Pension:	6 % employee contribution

JOB PURPOSE

To contribute to the provision of free, high quality legal advice and representation to people seeking sanctuary in South Yorkshire.

To contribute to SYRLJ's mission to increase access to justice

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

2. To develop and maintain a small caseload of cases under supervision from a senior legal colleague.
3. To establish action plans for each case;
4. To support Legal Advice Volunteers in their work assisting on client's cases;
5. To liaise with third parties and facilitate referrals to other services where appropriate/required;
6. To liaise with partner organisations about individual cases;
7. To assist in drafting instructions to counsel and experts as needed;
8. To interview clients and take instructions;
9. To keep up to date with relevant changes in legislation, case law and policy.
10. To attend drop-in advice sessions and provide administrative support to legal advisers

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

Administration

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

Professional development

16. To attend management supervision, appraisal meetings and clinical supervision;
17. To keep up to date and meet identified learning and development needs as appropriate, including maintaining professional standards and working towards IAA/IAAS accreditation.

General

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

Working arrangements

The post-holder will work a 35hr week and be based at the SYRLJ office in Sheffield. Normal working hours will be usual office hours, Monday – Friday. There may occasionally be requirements to attend meetings, training and other events outside normal working hours.

The employer will review working arrangements on a regular basis to ensure the requirements of the position are being fulfilled, and reserves the right to vary the arrangement if necessary.

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 and show on your application how you have the particular experience, knowledge or ability asked for, giving examples. Applications must be in the form of a C.V. and covering letter.

Essential:

Complete and pass the Legal Practice Course (LPC) by 14 March 2026 or have an undergraduate degree and complete and pass SQE Part 1 by 14 March 2026.

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

Experience of working with people in vulnerable and complex situations.

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

The ability to respond sensitively 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.

The ability to communicate effectively with people from different backgrounds and with different levels of English.

The ability to use IT effectively including Office applications and case management systems.

The 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 and motivation to work towards and achieve legal qualifications.

Desirable

Knowledge of UK immigration law and the asylum process.

Experience of working with interpreters.

Experience of working with volunteers.