



South Yorkshire Refugee Law and Justice

Vacancy – Paralegal

July 2026

South Yorkshire Refugee Law and Justice is looking for a dedicated 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, has excellent organisational and problem-solving skills and is starting 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 people seeking sanctuary in the region. We are a grassroots community charity that provides immigration law advice and representation to migrants at risk of human rights abuse. 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 collaboratively towards better access to justice both locally and nationally.

The Role:

Job title:	Paralegal
Salary:	£27,459 (pro rata)
Hours:	4 – 5 days per week (28-35 hours)
Holidays:	28 days plus English Bank Holidays (pro rata)
Contract:	Permanent

Job Description

JOB PURPOSE

1. To assist our legal team to deliver free, high quality legal advice and representation to clients of SYRLJ.
2. To assist with managing new referrals into our service, including conducting initial appointments with prospective clients and supporting the early stages of evidence and document gathering.
3. To support the legal team with a range of legal administrative tasks, supporting the delivery of legal advice and the progression of complex immigration and human rights matters.
4. 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.

Legal work and administration

1. To support the coordination of our referral process including through administering new referrals and conducting initial appointments with clients.
2. 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.
3. To assist the legal team with administrative and casework tasks to support the progression of clients' cases.
4. To provide administrative support and services to SYRLJ clients
5. To provide administrative support at our busy community drop-in advice sessions.
6. To assist with legal aid file maintenance and billing.
7. To assist with the development and maintenance of systems which capture and record our work.
8. To maintain case records for the purpose of continuity, information retrieval, monitoring, reporting and regulatory compliance.
9. To supervise and support our team of Legal Casework Volunteers as required.
10. To assist with answering phone calls and email enquiries, including signposting to relevant services.
11. To assist with the support and supervision of our team of Legal Casework volunteers as required.

Organisational

12. To actively promote the aims, core values and equal opportunities practice of SYRLJ.
13. 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.
14. To engage with and feed into the development and improvement of organisational policies, procedures and structures.

Professional development

15. To attend management supervision, appraisal meetings and clinical supervision.
16. To maintain up to date knowledge in relevant areas and meet identified learning and

development needs as appropriate.

General

17. To attend team meetings as required.

18. To undertake any other duties that are compatible with the functions of the post.

Why work with us?

Positive working environment:

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.

Excellent terms and conditions of employment:

We have enhanced sickness and family friendly policies. Our salary structure is regularly reviewed, taking into account the 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.

Excellent training and development opportunities:

A key organisational aim for SYRLJ is to train future generations of human rights lawyers and build legal capacity in our region. In line with this we place a big emphasis on training, career development and learning.

All legal staff have the opportunity to undertake training and exams and become accredited through both the IAA and IAAS schemes. Staff are also encouraged to attend a wide range of other training courses that are relevant to their role and those who are working towards becoming qualified solicitors can use their work with us as Qualifying Work Experience.

The Paralegal role offers an excellent opportunity to develop core legal skills, including client care, legal administration, legal research, and Legal Aid case management, whilst gaining valuable experience in immigration and human rights law. It will provide a strong foundation for individuals seeking to build a career in the legal sector and work towards professional qualifications in this field.

We have a Legal Aid contract and all legal staff are given training and the opportunity to develop the necessary skills and knowledge to do Legal Aid work.

Other Key information for candidates:

- Previous legal experience and qualifications will be taken into account, but they are but not a requirement for this role. This is an entry level role; training will be provided.
- While the post holder will work closely with clients and support case progression, the role will not generally involve delivering direct legal advice or maintaining responsibility for an independent caseload.

- We 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 the 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.
- We are advertising this post at 4 – 5 days which means we are open to offering the role at either 4, 4.5 or 5 days per week depending on the preference of the successful candidate.
- There may occasionally be a requirement to attend meetings, training and other events outside normal working hours.

Person Specification - 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:

Essential:

- 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.
- A warm and non-judgmental approach and the ability to empathise with people experiencing hardship.
- Excellent organisational skills.
- A good eye for detail.
- The ability to apply critical thinking, identify issues and take initiative to find or design solutions.
- Excellent English language written and verbal communication 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 people experiencing hardship.
- Proficiency in one or more of the languages commonly spoken by people seeking sanctuary in the UK.

The closing date for applications is midnight on Sunday 26th July 2026.

Interviews will be conducted on Thursday 20th August 2026.

To apply for this role please send a C.V. and completed application form to recruitment@[syrlj.org.uk](mailto:recruitment@syrlj.org.uk)

If you cannot access the application form in Word, please contact us at recruitment@[syrlj.org.uk](mailto: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