 Email: [CIACHumber@gmail.com](mailto:CIACHumber@gmail.com)

CIAC

185 Ferensway

Hull

HU1 3UA

**Legal Assistant: job description.**

CIAC Mission: Supporting emerging communities to contribute fully to life in the UK as committed and active citizens.

CIAC is a Charitable Incorporated Organisation registered with the Charity Commission. CIAC is regulated by the Office of the Immigration Advice Authority at L3. CIAC operates an income generation model. Very low-cost immigration advice to people with the right to work or recourse to public funds supports our pro bono immigration advice to people without the right to work or recourse to public funds.

**Legal Assistant: employment details**

Full Time: 37.5 hours per week

Specific times of operation: 9:00 am to 5:00 pm Monday to Friday (may be required to work outside of these times to meet deadlines with time off in lieu)

Salary level: £24,876.80 p.a. (rising to £28,554.24 p.a upon achieving regulation at L1)

Pension: NEST with 3% employer contribution

Start date: TBC

Contract term: subject to 6 month probationary period conditional on obtaining IAA regulation at L1.

Funded by: Disrupt Foundation and CIAC income generation

Reporting to: Chief Executive Officer/Principal Immigration Advisor (Jayne Mercer)

Location: Office based (plus attendance at Open Doors on a Thursday as required)

**Employment role:** the Legal Assistant (LA) is required to provide support to the CEO/PIA and Legal Caseworker to enable the completion of pro bono (0.5 FTE) and fee-paying (0.5 FTE) immigration application across the Humber region. The LA will be required to complete basic office functions (answering the telephone, responding to emails and enquiries, maintain records, process documentation in support of applications, basic legal research). Supervision to operate up to L1 will be provided, followed by supervision at L2. Active engagement with training is an important aspect of this role.

**Criteria**

**Essential Criteria:**

* Excellent level English Language skills (spoken and written).
* Excellent IT skills with problem solving skills.
* Excellent administrative skills.
* Excellent attention to detail.
* Degree.
* High level of professionalism.
* Provide high quality service to our clients.
* Effectively operate within policies and procedure.
* Attend training to raise regulation level and maintain Continuous Professional Development.
* Comply with reporting requirements.
* Able to work in a multi-ethnic environment.
* Flexibility to enable deadlines to be met.
* Effective working independently and as part of a team.
* Be willing to complete any other tasks as required.

**Desirable Criteria:**

* Law degree (prepared to consider the possibility of legal apprenticeship for SQE upon obtaining regulation at IAA L2)
* Good legal research skill.
* Basic understanding of immigration law and operation.
* Good knowledge of issues affecting emerging communities.
* Fluency in a relevant language for the client group.

CIAC is an equal opportunities employer and seeks to make all reasonable adjustments to this role as is feasible.