



# Greater Manchester IMMIGRATION AID UNIT

## Job Description

Post:	Justice First Fellowship Trainee Solicitor
Accountable to:	Senior Solicitor/Training Principal
Grade and Salary:	NJC scale 17 £28,770
Hours:	35 per week

## Purpose of the Post

The main purpose of this post is to

- successfully complete a Training Contract with Greater Manchester Immigration Aid Unit (GMIAU)
- qualify as a solicitor
- enhance and build GMIAU's capacity to advise and represent people in their immigration, asylum, and human rights cases for the future.

The post carries with it the opportunity to develop a project which will develop your skills, knowledge and understanding of the wider context in which organisations such as GMIAU operate and where 'access to justice' is under threat for people in need.

## Duties and Responsibilities

1. To assist in the conduct of immigration, asylum and human rights cases, under the direct supervision of the Senior Solicitor.
2. To register as an immigration adviser with the Office of the Immigration Services Commissioner (OISC) and with the Law Society IAAS accreditation scheme. The trainee is expected to get to OISC level 3 and IAAS level 2 within the first 12 months in post.
3. To develop and maintain effective case management systems.
4. To develop a comprehensive understanding of the immigration legal aid contract, including Exceptional Case Funding (ECF).
5. To carry out research to assist with cases, as directed by the Senior Solicitor.
6. To keep up-to-date with developments and changes in UK immigration, asylum, human rights and nationality law and practice.
7. To conduct casework in accordance with agreed office practice.

## General

1. To be self-servicing, including typing, photocopying and maintaining accurate and up to date records.
2. To attend staff meetings and training sessions
3. To provide information and reports on work undertaken to the Senior Solicitor.
4. To carry out all duties with due regard to equality and challenging discrimination.
5. To carry out all duties with due regard to health and safety, data protection, and all GMIAU policies
6. To carry out other duties which are commensurate with the duties of and responsibilities within this job description as directed by the Senior Solicitor, or Chief Executive.

April 2023.