



MRC is seeking an experienced and proactive Legal Administrator to provide comprehensive secretarial and administrative support for the organisation and the Legal Team. Applicants must have a passion for administration with at least 1 year of experience providing support in a pressurised environment, ideally with experience of working in a legal environment.

Legal Administrator

£24,000

The post holder will provide administrative support to our Legal Team. This will include responsibility for posting legal correspondence, recording disbursement payments, monitoring legal activity, making legal team appointments, preparing court bundles, and managing case files and archives

The post holder will be among the first points of contact for telephone callers, clients, and other visitors to the office. This includes ensuring that our offices are a safe and welcoming environment for our clients, many of whom have experienced trauma and persecution. The post holder will also be responsible for aspects of financial administration, ordering supplies, and coordinating office maintenance.

We seek a proactive, highly organised individual with experience of administration, ideally in a high pressure legal environment. They will have a strong commitment to the rights of the most vulnerable asylum seekers and the ability to communicate with colleagues and clients from a wide range of countries and backgrounds.

For further details, please download the recruitment pack from the Migrants Resource Centre website: <http://www.migrantsresourcecentre.org.uk/vacancies/>

Applications should be sent to adrian.vanschalkwyk@migrants.org.uk

Closing date: Friday 7th April 2017 (5 pm)

Migrants Resource Centre encourages applications from people with migrant or refugee backgrounds

Migrants Resource Centre is an equal opportunities employer.
Reg. charity no. 291789



Recruitment Briefing Note

March 2017

Migrants Resource Centre has a vision of a society where migrants are valued and able to contribute. In partnership with other agencies, we work to remove the barriers that prevent migrants, refugees and asylum seekers contributing fully to society. We have just completed a merger with Migrants Resource Centre, a leading asylum rights advocate in the UK and Europe, with a demonstrable track record of securing protection from persecution for individual refugees, and of achieving significant structural improvements to the UK asylum process. This merger has significantly expanded the scope of our work and capacity to deliver.

These notes are intended to give an overview of what makes Migrants Resource Centre stand out, together with an outline of the post, a guide to the skills and experience we are seeking from applicants, and a summary of our terms and conditions of employment.

Please read these notes and all the other written material relating to this post before completing your application form. We also welcome you to visit our website (www.migrantsresourcecentre.org.uk) to get a sense of the scope of the work and structure of the charity.

Our service users are migrants, refugees and asylum seekers from a wide range of backgrounds and cultures in London and across the UK. We offer a range of free services to support migrants, refugees and asylum seekers on their journey towards integration into their host society. By supporting them to develop their skills and understand their rights and responsibilities, we enable them to fully participate in and contribute to that society.

We provide a safe place in which users can learn, to meet with others, to speak out for a better world and to move on feeling stronger. We also play a strong part in initiating and participating in campaigns, networks and partnerships to improve the lives of migrants, asylum seekers and refugees. Specifically, we aim to:

- Promote social justice
- Improve the image and perception of migrants and refugees in the UK
- Enable and encourage two-way integration through dialogue, mutual acceptance and respect

Migrants Resource Centre exerts a significant influence on a broad range of immigration & asylum law, policy and practice issues. This is, in large part, because everything we say in our policy and campaign work is grounded in our experience of delivering high quality legal and support services and in the findings generated by our original research. We are committed to working co-operatively with our peer NGOs in the UK and Europe, and to engaging constructively, though not uncritically, with Government.

Migrants Resource Centre is a values-driven organisation that provides a positive, friendly, flexible and mutually supportive working environment. We are keen that our staff derive personal satisfaction from their work and, in return for carrying significant responsibilities, enjoy the opportunity to develop their interests and skills.

The Role

Reporting to the Legal Services Manager, will provide administrative support to our Legal Team. This will include responsibility for posting legal correspondence, recording disbursement payments, monitoring legal activity, making legal team appointments, preparing court bundles, and managing case files and archives

The post holder will be among the first points of contact for telephone callers, clients, and other visitors to the office. This includes ensuring that our offices are a safe and welcoming environment for our clients, many of whom have experienced trauma and persecution. The post holder will also be responsible for aspects of financial administration, ordering supplies, and coordinating office maintenance.

The Candidate

We seek a proactive, highly organised individual with experience of administration, ideally in a high pressure legal environment. They will have a strong commitment to the rights of the most vulnerable asylum seekers and the ability to communicate with colleagues and clients from a wide range of countries and backgrounds.

Terms and Conditions of Employment – a summary

Full-time staff are entitled to 28 working days' holiday per leave year (excluding bank holidays). Then one additional day is granted for each year of service to a maximum of 33 days.

Following a successful 6-month probationary period, a full-time employee will be entitled to up to 10 sick days on full pay in the first year of employment and an additional 2 days for each subsequent completed year of employment up to a maximum of 20 working days.

After five years' continuous employment, an employee may apply for up to one year's sabbatical leave without pay, if suitable conditions can be agreed with the Chief Executive.

MRC will contribute up to 6% of each employee's gross salary to the Group Pension scheme or the individual's own stakeholder scheme, following a successful probationary period. The level of contribution from MRC is dependent on the level of contribution the employee makes to the pension scheme. MRC will double the percentage of company contribution compared to employee contribution up to a maximum of 6%.

This post will be based at Migrants Resource Centre's offices in London.

Migrants Resource Centre

Migrants Resource Centre Job Description

Legal Administrator

Reporting to:	Legal Services Manager
Responsible for:	Occasional volunteers
Location:	Migrants Resource Centre offices in Tottenham Hale, London N17
Main purpose of job:	To provide comprehensive and efficient administrative support to the organisation including providing comprehensive legal secretarial and administrative support to Migrants Resource Centre's Legal Team and being the initial contact point for callers and visitors.

Key Responsibilities

Legal Administration

- To post, fax, or arrange the despatch of legal correspondence to clients, UKVI, counsel and court officials.
- To undertake the copy-typing/audio-typing of casework/solicitor notes, statements and other dictated materials.
- To be responsible for setting up new cases and, following Migrants Resource Centre's client casework procedures, ensuring all Legal Aid Agency monitoring information and other information on cases is recorded timely and accurately.
- To assist with the monitoring and recording of disbursement payments.
- To assist with recording of legal monitoring.
- To assist with the preparation of documents for Home Office applications and for court hearings.
- To receive and make telephone calls relating to casework activity.
- To schedule and make Legal Team appointments.
- To prepare court bundles and indexing and issue on tribunal/high court.
- To photocopy correspondence, documents, court bundles and other printed matter.
- To organize and maintain Migrants Resource Centre's legal archive, case filing system, legal library, and other documents.
- To liaise with experts and other professionals regarding the commissioning reports and the gathering of medical, and other records.
- To attend legal meetings, client interviews, hearings, and take notes.
- To undertake referrals and signposting on behalf of existing clients and advice enquiries.
- Training legal volunteers.
- To keep up-to-date with changes in immigration and asylum law, policy and procedure by reading and attending training courses, events and conferences as required.

General Administration

- To be the first point of contact for telephone callers and visitors to the office, taking messages, providing a basic signposting service, forwarding calls as appropriate and welcoming visitors
- To be responsible for all financial administration including receiving, recording and forwarding invoices to our book keepers, tracking electronic payments, dealing with queries, issuing cheques as required and maintaining a record of all petty cash outgoings
- To ensure that information about, and contact details for the organisation is kept up to date and accurate at all times.
- To liaise regularly with all office services suppliers, including Migrants Resource Centre's book keepers.
- To ensure all office equipment is working correctly, including the telephone systems and liaise with external suppliers and contractors for support where necessary.
- To ensure that all relevant electronic records and databases are kept up to date.
- To be responsible for processing all outgoing post and DX mail.
- To be responsible for overseeing Migrants Resource Centre's stationery and related office equipment supplies, maintaining stocks and keeping the services room in good order at all times.
- To be responsible for ensuring that all large, external, mailings are carried out promptly and efficiently.
- To maintain accurate and up-to-date office administrative filing systems.
- To maintain office health and safety duties.
- To administer Migrants Resource Centre's recycling schemes.

Other

- To adhere in full to all Migrants Resource Centre's organisational policies and procedures;
- To undertake all duties within the letter and the spirit of Migrants Resource Centre's Equal Opportunities Policy at all times.
- To undertake any other duties as may be reasonably required by the Chief Executive or your line-manager.

Person Specification

The post-holder will meet the following **essential criteria** for the post:

- Fluent spoken and written English
- One year of experience of reception and administrative work
- One year's experience of financial administration, such as the processing and tracking of payments, keeping financial records, on a paid or voluntary basis
- Experience and knowledge of office administrative systems and procedures
- Familiarity with using networked PCs and Microsoft office software packages (in particular Word, Excel, Outlook)
- Familiarity and experience with spreadsheets and databases
- Good level of numeracy and literacy
- Experience in using office equipment such as photocopiers, fax machines and franking machines with the ability to troubleshoot where necessary
- Proven communication skills, both verbal and written
- Ability to copy/audio type and typing skills; minimum of 60 wpm
- Ability to work under pressure and meet deadlines
- Ability to work on your own initiative, to tight deadlines, and to take personal responsibility for your work; at the same time, ability to work as a supportive member of a team and to co-operate with your fellow-workers
- Absolute trustworthiness and a commitment to respect the confidentiality of Migrants Resource Centre and our clients
- The ability to communicate effectively with people from a wide range of backgrounds, who do not speak or read English, and who may have experienced torture or other traumas
- Commitment to the rights of refugees and/or to human rights in general, and sympathy and understanding of the difficulties our clients face and the reasons why they seek asylum
- A demonstrable commitment to Equal Opportunities

The post-holder will meet the following **desirable criteria** for the post:

- One year of experience diagnosing or solving basic ICT problems, such as printing errors, network access & connectivity and email issues
- One year of experience providing admin support in a legal or advice setting
- Experience of using Advice Pro case-management system
- Knowledge of working within the constraints of an LAA contract, (preferably immigration)
- An awareness and sensitivity to other cultures and an understanding of the experience of people who seek refugee protection in the UK from persecution in their home countries
- The ability to speak one or more languages spoken by refugees;
- Understanding of asylum law in the UK
- Personal experience of seeking asylum in the UK, or experience of working with refugees

Migrants Resource Centre

JOB APPLICATION FORM

Please complete this application form (and the Equal Opportunities monitoring form enclosed / attached separately) and return them to:

adrian.vanschalkwyk@migrants.org.uk

by Friday 7th April 2017 (5:00 pm)

Please mark your email 'Job Application –Legal Administrator'

This form must be received by the time and date given above.

Migrants Resource Centre wishes to encourage electronic applications,
but applicants preferring to submit a hard copy may send it to
Migrants Resource Centre, 25 Ashley Road, Tottenham Hale, London N17 9LJ.

Position applied for: Legal Administrator

1) Personal Information

Full name:

(Please underline your surname or family name)

Address:

Telephone no:

(Home)

(Work)

Email address:

2) Education

Dates	Name and location of school/college attended	Exams passed/qualifications obtained

3) Professional Qualifications and Training

Dates	Type of training course and name/location of provider	Qualifications obtained

4) Employment history

Dates	Name and address of employer	Job title, main duties, present/final salary and reasons for leaving/wanting to leave

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4. Please explain how your work experience (both paid and unpaid), skills and abilities help you to meet the selection criteria set out in the person specification for this post.

A decision on whether to interview you will be based on your ability to provide evidence here of your suitability for the post in relation to the person specification criteria. A final decision on who to select for the post will be based on this form as well as on your interview and on your references.

Therefore, you should use this section of the application form to demonstrate how you meet the different selection criteria. This includes explaining the nature and scope of any relevant employment or voluntary work. It is important not to assume that your experience or qualifications speak for themselves. You may add additional sheets if you wish to continue your answer, but please do not include a CV or any other supporting documents, as these will not be considered.

5. Further information

How did you find out about this post?

How long is the notice period for your present post?

Do you consider yourself to be disabled?

If yes, please indicate any aid(s)/adjustments required at interview or if appointed _____

Have you any current disciplinary warnings outstanding from your current employment?

If yes, please provide brief details

6. References

Please provide the names and details of two people able to provide a reference for you. **One should be your current or most recent employer.**

Reference 1

Name _____

Address _____

Telephone _____

Email _____

Occupation _____

Connection with you _____

Reference 2

Name _____

Address _____

Telephone _____

Email _____

Occupation _____

Connection with you _____

7. Declaration

In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form, including any defined as 'sensitive personal data', to be processed in accordance with Migrants Resource Centre's recruitment and employment policies. I understand that if I am appointed, this application form will form part of my personal file and that if I am not appointed it will be stored securely and confidentially for up to a year and then destroyed.

I confirm the information I have supplied above is, to the best of my knowledge, true and accurate.

Signature: _____

Date: _____

Migrants Resource Centre Equal Opportunities Monitoring Form

Migrants Resource Centre is committed to equal opportunities in its policy of employment and service delivery. Please assist us by filling in this form, which will be used solely for monitoring purposes. All information on this form will be treated as confidential and will be processed in accordance with the Data Protection Act 1998. This form will be detached from the application form and no information entered here will be used for the purposes of selection.

Post applied for

Where did you find out about this job?

Please tick as appropriate

1. Gender

Male Female Other _____ Prefer not to say

2. Age

Under 25 25-34 35-44 45-54 55-64 65+ Prefer not to say

3. What is your sexual orientation?

Bisexual Gay Man Gay Woman/Lesbian Heterosexual/Straight
 Other _____ Prefer not to say

4. Ethnic Origin

White

English / Welsh / Scottish / Northern Irish / British
 Irish
 Gypsy or Irish Traveller
 Any other white background

Black/African/Caribbean/Black British

African
 Caribbean
 Any other Black / African / Caribbean background

Asian/Asian British

Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background

Mixed/multiple ethnic groups

White & Black Caribbean

- White & Black African
- White & Asian
- Any other Mixed/multiple ethnic background

Other ethnic group

- Arab
- Any other ethnic group
- Prefer not to say

5. Do you consider yourself to be disabled as defined by the Equality Act?

The Equality Act 2010 defines disability as a physical or mental impairment, which has a substantial long-term adverse effect on a person's ability to carry out normal day-to-day activities. Long term means 12 months or more.

- Yes
- No
- Prefer not to say

If yes, please specify the nature of your disability

6. What is your religion/belief?

- No religion
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Agnostic
- Other
- Prefer not to say

7. Do you have caring responsibilities for a child or adult relative?

- Yes
- No
- Prefer not to say

8. Do you have personal experience of being a refugee and applying for asylum in the UK?

- Yes
- No
- Prefer not to say

9. If you answered 'Yes' to Question 8, what is / was your nationality?

Thank you for taking the time to complete this form.