



## Legal Service Manager (December 2023)

Rainbow Migration, the longest-running charity in Europe dedicated to supporting LGBTQI+ people through the asylum and immigration system, is recruiting for a Legal Service Manager to join our management team. The Legal Service Manager will lead and develop our unique immigration advice service and work closely with colleagues to provide legal analysis and ensure we use evidence from our services to influence positive change in the asylum and immigration system.

Responsibilities will include:

- Management of Rainbow Migration's legal advice service
- Building and managing partnerships with legal aid and pro bono law firms
- Identifying opportunities for strategic litigation
- Design and delivery of training and resources to improve services from others
- Working with the Policy and Public Affairs and Campaigns Managers on briefings and evidence for Rainbow Migration's influencing work

Rainbow Migration's vision is that LGBTQI+ people can settle in the UK and lead fulfilling lives. Our values are:

- **Safety:** We believe everyone should be safe from persecution and safe to be themselves. We strive to create a safe workplace culture, and we place importance on the wellbeing of everyone involved with Rainbow Migration.
- **Integrity:** We are thorough and honest in everything we do, and we take responsibility for our actions. We want to be accountable to our communities and those who support us.
- **Belonging:** We welcome and include all LGBTQI+ people, and we celebrate and value their range of experience in terms of gender, religion, race, age, disability status and class. We try to remove obstacles to participation, champion equality and promote a sense of family or home through our services.
- **Respect:** We believe that every person is equal and deserves the same level of courtesy, care, and attention. We respect the rights, wishes and feelings of our service users, and campaign for their rights to be respected as they go through the asylum and immigration system.

At Rainbow Migration, we don't just accept difference – we celebrate it, we support it, and we thrive on it. We're proud to be an equal opportunity employer and we value diversity. We do not discriminate on the basis of race, religion, colour, national origin, gender, gender identity sexual orientation, age, marital status, or disability status – simple, we consider all qualified applicants, consistent with any legal requirements.

We welcome applications from candidates with lived experience of going through the UK asylum or immigration system or who have been subject to immigration control, and also people of colour who are currently underrepresented among our staff. We offer a guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 if they meet the necessary criteria in the person specification.

Owing to the nature of the work, the successful applicant will be required at the point of conditional job offer to disclose all spent and unspent criminal records and subsequently to undergo an enhanced DBS check. See our [website](#) for more information.

**Contract type:** Permanent

**Hours:** Full-time (35 hours per week). Working part-time or job-sharing will be considered. Occasional work in the evenings and at weekends may be required but with plenty of notice. Rainbow Migration encourages staff to maintain a good work life balance and has a TOIL system in place.

**Salary:** Starting at £44,000 with potential annual step increases up to £48,758 (pro rata if working part time), plus statutory employer's pension contribution. In addition to an annual step increase, the trustees consider giving a separate inflationary increase every April.

**Location:** Remote or from Rainbow Migration's offices in central London. Hybrid working will also be considered. The successful candidate could work from anywhere in the UK but would be expected to occasionally travel to London and other parts of the country for meetings and events. At the time of posting this advert, none of our staff are going into the office every day. Please contact us if you have any questions.

**Annual Leave:** 25 days per year rising after 24 months by one day after each year of service to maximum of 28 days per year (pro rata if working part-time).

**Wellbeing:** We offer up to two days of wellbeing leave to be taken at short notice in each calendar year. One-to-one clinical supervision is also available for this role.

## How to apply

**Closing date:** 10 am on Thursday 18 January 2024

**Interview dates:** Monday 29 January 2024

Please read the job description and person specification. If you have any questions about the role or would like to find out more before applying, then you can contact the line manager via [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk).

Please send:

1. Your CV
2. A written statement (max 1,000 words). Instead of a written statement you may submit your statement by video or audio recording (max 8 minutes)
3. Optional: a completed [monitoring form](#)

to [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk).

In your statement, please:

1. Give examples of how you meet the person specification. In addition to what is on your CV, we want to hear about any relevant skills and experience that demonstrate how you meet the necessary criteria for the role, and if you meet any of the advantageous criteria. Skills and experience could be from training, volunteering, interests or life experience
2. Confirm if you wish to be considered under the guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 (physical or mental impairment that has a 'substantial' and 'long-term' effect on your ability to do normal daily activities)
3. State how many hours a week you wish to work and if you have a preferred pattern, or if you are applying as part of a job-share

By submitting an application, you:

1. Confirm that you have the right to work in the UK and will produce the necessary documentation if you are offered this post.
2. Declare that to the best of your knowledge and belief, the information provided with your application is true and correct and that you understand that any false information or statement given will justify the dismissal from Rainbow Migration if appointed.
3. Accept that, if successful, you will be required to disclose all spent and unspent criminal records at the point of conditional job and subsequently to undergo an enhanced DBS (Disclosure and Barring Service) check.

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

### Privacy notice

If you apply for this role, the information you provide will be processed according to Rainbow Migration's [privacy policy](#). Rainbow Migration will not share your information with any third parties unless part of the recruitment process or are legally required to do so. By applying, you are permitting Rainbow Migration to access and use the information for recruitment purposes. Rainbow Migration will store your data for 12 months after the conclusion of the recruitment campaign. Monitoring information is kept separately and is pseudonymised to avoid identification of applicants. It is amalgamated for statistical purposes and the original data is then deleted after six months.

# Legal Service Manager

## Job description

### Purpose

The Legal Service Manager will help us achieve Rainbow Migration's **impact goals**:

1. Asylum and immigration system treats LGBTQI+ people fairly and with dignity
2. LGBTQI+ people who need protection are granted leave to remain
3. Optimal wellbeing and no isolation among LGBTQI+ people who are seeking asylum or have refugee status
4. The experiences and needs of LGBTQI+ people migrating to the UK are better understood inside and outside Rainbow Migration

and the following **outcomes** from our strategy:

### Changes to lives

LGBTQI+ people seeking asylum will:

1. Present better asylum claims
2. Overcome time-critical challenges to their asylum claims
3. Receive quality legal advice and representation
4. Be more likely to be granted leave to remain

LGBTQI+ people subject to immigration control will:

5. Spend less time in detention

LGBTQI+ people making partnership applications will:

6. Receive quality legal advice and information

### Changes to systems and structures

1. Increased lawyer capacity in LGBTQI+ asylum claims
2. Increased geographic diversity of lawyers with knowledge of LGBTQI+ asylum claims
3. Increased capacity and quality of services from voluntary sector and statutory services
4. Improved government practice for determining LGBTQI+ asylum claims
5. Updated guidelines and materials from inter-governmental bodies on LGBTQI+ asylum claims
6. Improved practice by judges in immigration tribunals
7. Better treatment of LGBTQI+ people in tribunals

### Responsibilities

#### Service delivery

- Work closely with the Support Services Manager to ensure smooth delivery of all Rainbow Migration services

- Supervise and manage the delivery of advice on asylum and partnership applications by the Legal Officer, other colleagues and volunteer lawyers, providing training and guidance as necessary
- Line manage the Legal Officer and work with them to:
  - Deliver one-off first and second-tier advice on asylum, and provide assistance on substantive matters where necessary e.g. helping to prepare for interviews, lodge appeals, make referrals to other specialist organisations and other urgent steps (whilst not representing individuals or maintaining a caseload)
  - Provide occasional advice (within competence) on other issues affecting asylum and partnership service users such as asylum support, legal aid, trafficking, family reunion or community care
- Work with the Policy and Public Affairs manager to support the personal development of the Legal Officer in policy influencing skills
- Build and manage relationships with legal aid firms to represent our asylum service users and/or deliver advice on partner/spouse visas
- Build and manage partnerships with pro bono law firms to represent Rainbow Migration asylum service users
- Work with colleagues to refer asylum service users to quality legal aid and pro bono lawyers
- Ensure Rainbow Migration's continued registration with OISC and compliance with OISC and SRA regulations
- Ensure timely and accurate record keeping to assist with monitoring and evaluation, analysing trends, informing policy work and campaigning, and publication of data
- Conduct monitoring and evaluation of the legal service

#### Strategic litigation

- Identify opportunities for intervention that could help achieve Rainbow Migration's impact goals or outcomes
- Work alongside partner organisations and allies in the UK and other countries to identify common goals and intervene or litigate where priority opportunities arise
- Intervene in or support strategic litigation in the UK and European Court of Human Rights

#### Capacity building

- Design and deliver training to lawyers, judges, civil servants, charities and others
- Implement mechanisms and provide resources to increase the quality and availability of advice on LGBTQI+ asylum
- Provide second-tier advice and assistance to lawyers and others on LGBTQI+ asylum claims

#### Influencing

- Work closely with the Policy and Public Affairs, Campaigns and Communications Managers to achieve Rainbow Migration's outcomes
- Provide analysis and write briefings on asylum and immigration law and policy for internal use or to influence policy-makers
- Attend meetings with external stakeholders on litigation, policy influencing, legal aid and other relevant matters

## Research and evidence

- Record, use and analyse quantitative and qualitative data from service delivery to inform influencing work led by colleagues, and ensure our database setup is optimised to enable this
- Work with colleagues to publish data from service delivery to assist Rainbow Migration's influencing and fundraising
- Assist the Policy and Public Affairs Manager, or others as directed by the Executive Director, on occasional research projects

## Other

- Collaborate with other members of the management team in the operational management of Rainbow Migration
- Keep up to date with national and international legal developments and implications for Rainbow Migration's services and influencing activities
- Act as a spokesperson for Rainbow Migration in the media and at events
- Work with the Philanthropy Manager to apply for funding and report back to funders
- Manage project budgets and participate in budget planning and review processes
- Work with the Communications Manager to write blogs and articles on asylum and immigration and provide quotes and statements to the press
- Write reports on relevant issues for trustees, donors and other stakeholders
- Comply with all Rainbow Migration policies, and undertake additional responsibilities as outlined in key policies such as financial procedures and safeguarding
- Undertake other reasonable tasks as requested

## Reporting

The Legal Service Manager will be line managed by the Executive Director.

# Legal Service Manager

## Person specification

Experience can be gained from a variety of places: paid or voluntary work, training, general interest, and life experience. We are happy to hear about relevant experience you have gained from another field and why you think it is transferable to this role.

### Necessary skills and experience

1. Three years experience providing asylum legal advice and representation
2. Qualified solicitor or barrister (authorised to practice without a supervising solicitor in a legal advice centre) with valid practising certificate, or already accredited to Level 3 OISC
3. Experience in litigation
4. Experience of representing LGBTQI+ people seeking asylum, including under legal aid
5. Ability to build relationships with and influence the legal community
6. Ability to design and deliver training and workshops for a variety of participants
7. Ability to build rapport and communicate sensitively and sympathetically with traumatised and/or vulnerable people

### Advantageous skills and experience

1. Experience in supervising, training and mentoring the provision of advice services
2. Knowledge/experience of legal aid funding regulations relating to asylum and immigration and judicial review
3. Knowledge of other immigration law and policy that may also apply to LGBTQI+ people seeking asylum, such as trafficking, partner/spouse leave, detention and bail
4. Experience of delivering advice on partnership immigration applications
5. Current IAAS accreditation at level 2 caseworker or above
6. Qualified LAA Supervisor
7. Experience of providing second tier advice
8. Understanding of parliamentary and legislative processes
9. Experience of scrutinising legislation
10. Ability to speak confidently in public and/or give interviews to the media

### Essential core competencies expected of all Rainbow Migration staff

1. Committed to Rainbow Migration's mission, vision and values
2. Good English verbal and written communication skills
3. Ability to work independently while understanding the importance of seeking guidance and support when required
4. Ability to plan and prioritise work and meet deadlines
5. Ability to work collaboratively within a small, multidisciplinary team
6. Ability to work occasionally outside regular office hours with plenty of notice
8. Ability to work with people from diverse backgrounds
9. Ability to use standard workplace software programmes including Microsoft Word, Excel and PowerPoint



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