

KINGSLEY NAPLEY

Job Description

Title:	Immigration Paralegal (Private Client Team)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Practice Area Leader and Partners
Department:	Immigration Practice Area
Purpose of job:	To provide support to the Immigration Private Client team within a very busy Immigration Practice Area. The Private Client immigration team assist individuals with all elements of UK immigration including asylum, assisting business people, family migration, nationality, EU work and appeals and judicial review. To assist the fee-earners in the provision of advice to the firm's private clients.

Specific duties:

Assisting fee earners with the conduct of their cases including:

- Liaising with clients directly including attending client meetings;
- Drafting correspondence for clients, the Home Office and the immigration tribunal for fee earner review;
- Undertaking legal research;
- Assisting in the taking of statements from clients and witnesses;
- Arranging appointments as part of the visa application process and liaising with the visa agent;
- Drafting immigration application forms;
- Reviewing documents and preparing application bundles;
- Proof reading and checking forms and documents for accuracy
- General administration
- Such other duties as may from time to time be given.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

KINGSLEY NAPLEY

Person Specification Job Title: Immigration Paralegal

	<u>Essential</u>
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Interest and enthusiasm for law, and knowledge of current issues relevant to immigration law• Ability to produce correspondence such as drafting letters and emails• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner• Ability to complete legal research
Client Care:	<ul style="list-style-type: none">• Experience of working within a very busy environment where deadlines are clearly defined• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates where necessary• An understanding of the importance of good client care• Effective organisation skills• Experience of dealing with and managing large quantities of documentation
Firm Wide Skills:	<ul style="list-style-type: none">• Strong IT skills including intermediate to advanced Word, Excel and PowerPoint competency• Administration and drafting skills, including exceptional spelling, grammar and attention to detail• Good use of initiative and ability to multitask
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Positive and professional approach to work and to team relations• Able to work with a variety of people, including lawyers, support staff, fellow paralegals and clients.• Flexible and able to quickly adapt to changing tasks and needs of clients• Ability to handle confidential and sensitive information• Ability to work well under pressure

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.