

ASAP

ASYLUM
SUPPORT
APPEALS
PROJECT

DEFENDING ASYLUM SEEKERS

LEGAL RIGHTS TO FOOD AND SHELTER

JOB INFORMATION PACK

TRAINING COORDINATOR / LEGAL ADVISOR

July 2022

About the role

ASAP is a legal charity specialising in asylum support law. The Training Coordinator is a pivotal role, leading on ASAP's training programme – one of our three key strands of work.

This is an exciting outward-facing role, with plenty of scope for development, suited to someone with experience of designing interactive online training materials. It covers a diverse and interesting range of areas - alongside leading on training materials, and coordinating our network of over 1000 asylum support advisors, the post-holder is a key member of the legal team. The role provides advice on asylum support to other organisations through our advice line, and represents appellants who are facing destitution at the Asylum Support Tribunal (AST). We are looking for someone legally-minded with an interest in asylum support and, after induction and with ongoing support, the ability to represent people seeking asylum at the AST.

The job is full-time and our offices are in East London, near the AST. Under our hybrid working policy, we request that full-time staff work from our offices 2 days per week but we will consider requests to work more flexibly.

If you would like an informal discussion about the role, please contact alice@asaproject.org.uk

Closing date for applications by: 11.59pm on Monday 29th August 2022

About ASAP

The Asylum Support Appeals Project (ASAP) is a small national charity which was set up in 2003 to reduce the destitution of asylum-seekers by protecting their legal rights to food and shelter. We have a team of 12 permanent staff members and around 45 volunteer solicitors and barristers. We are based in East London but have a hybrid working model which allows remote working alongside a minimum amount of weekly time spent in the office.

ASAP delivers three strands of work

- We offer free, high-quality legal representation at the AST to asylum seekers and refused asylum-seekers appealing against Home Office decisions to refuse or withdraw their support.
- We provide asylum support advice and training to hundreds of frontline organisations, advice agencies and legal practitioners working with people seeking asylum each year. We operate an advice line and online forum (Asylum Support Advisors Network) for over 1000 members.
- We use our strong evidence base to improve policies and procedures on asylum support through closely linked policy work and strategic litigation.

Alongside this, we run a women's project, to ensure we offer a gender sensitive service to destitute women seeking asylum, to train women's organisations in asylum support law, and to progress policy work for women seeking asylum, currently focused on access to support for those experiencing domestic abuse.

ASAP is recognised as a Centre of Excellence by the London Legal Support Trust. ASAP was highly commended in the 2019 Law Works Annual Pro Bono Awards for Most Effective Pro Bono Partnership and won the Andy Ludlow 2015 London Homelessness Award.

Our vision

All people seeking asylum in the UK have shelter, food and support rather than living in destitution.

The Home Office and AST are held to account, to ensure access to justice, dignity and equality for the people we serve.

Our key goals

Goal 1. Increasing quality representation and dignity at the Asylum Support Tribunal for all people seeking asylum.

Goal 2. Building the asylum support skills of other organisations to ensure people seeking asylum across the UK have access to quality advice and information about their legal rights to food and shelter.

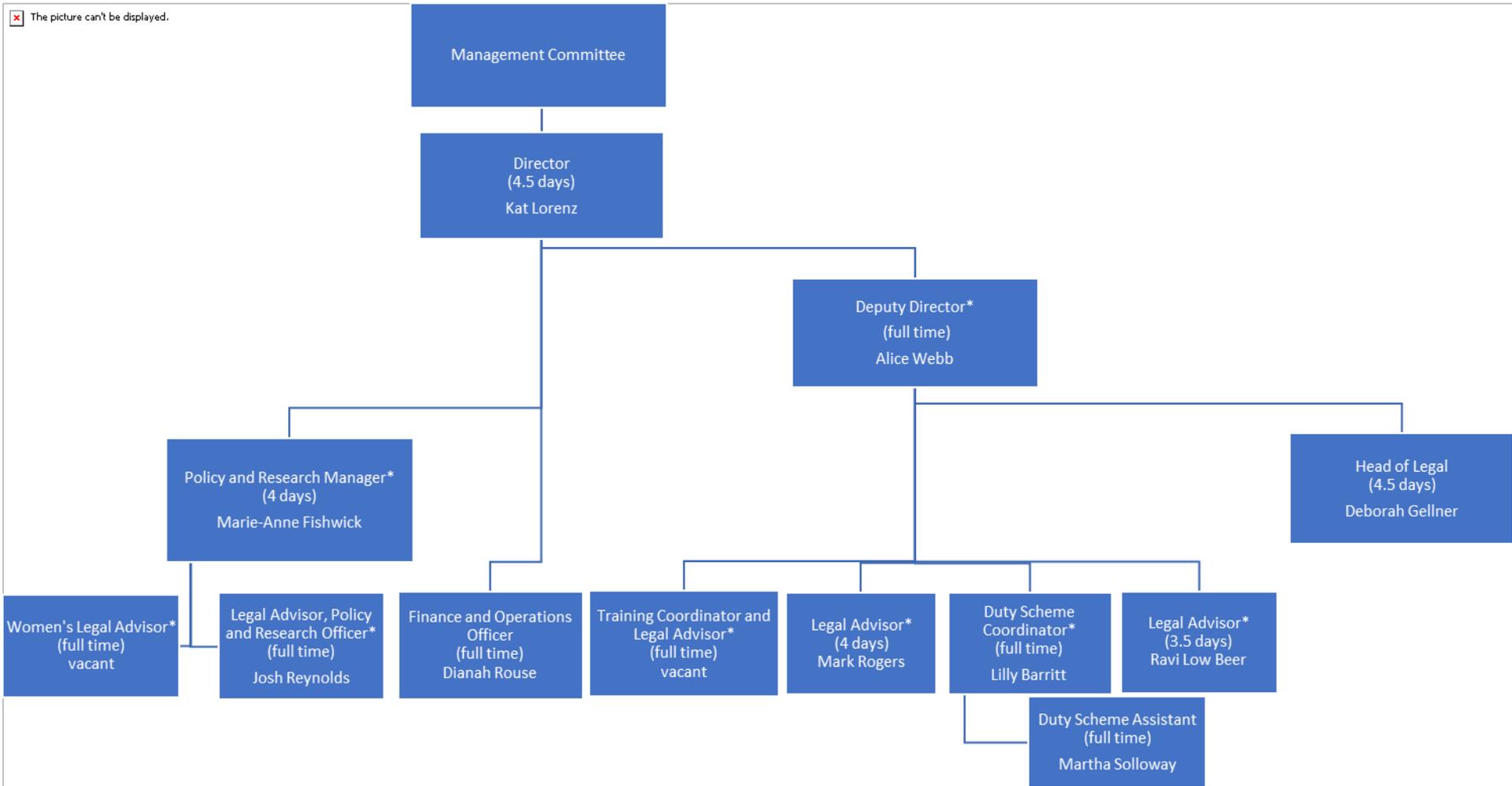
Goal 3. Tackling the root causes of destitution through policy, lobbying and litigation.

Goal 4. Maintaining a well-resourced and purposeful organisation to assist people seeking asylum and the organisations supporting them.

You can find out more detail about our strategic plan here:

[ASAP strategic plan 2019-24 A4.pdf \(asaproject.org\)](#)

ASAP Organogram April 2022



* Head of Legal provides legal supervision for legal team – all roles with a *

Job Description

Post:	Training Coordinator and Legal Advisor
Responsible To:	Deputy Director (quality of legal advice overseen by Head of Legal)
Salary and benefits:	£36,666.97 p.a. starting salary (including £3,815 inner London weighting if applicable) Plus 6% employer pension contribution, season ticket loan
Location:	Hybrid working – our expectation is 2 days p/w in ASAP office, East London but flexible working requests will be considered
Status:	Permanent contract after 6 month probation period
Hours:	35 hours per week (excluding lunch break)
Leave:	30 days per annum pro rata plus bank holidays

Purpose of the Post

The Training Coordinator is a key member of the legal team, leading on ASAP's training programme – one of ASAP's three key strands of work. This is an exciting outward-facing role, with plenty of scope for development. It is suited to someone legally minded with an interest in asylum support and with experience of designing interactive online training materials. The role works closely with the policy team and is part of ASAP's legal team (staff members providing legal advice at the Tribunal and via our advice line). The Head of Legal provides legal supervision to the role, and assistance with legal accuracy of training materials.

The role primarily focuses on:

- Co-ordinating, developing and delivering interactive and accessible training, including webinars and e-learning modules on asylum support for advice workers in organisations across the UK.
- Co-ordinating ASAP's Asylum Support Advice Network (ASAN), an online network of over 1000 asylum support advisors across the UK, in collaboration with the policy team.
- Providing legal advice and representation for destitute people seeking asylum at the Asylum Support Tribunal (AST), and advice for other advisors via ASAP's second tier Advice Line.

JOB DESCRIPTION

A. Training and information resources

1. Plan and deliver interactive and accessible training (online via webinars and e-learning, and in-person) on asylum support law for advice workers across the UK.
2. Respond to emerging training needs by developing new online content using a variety of different formats for a range of different audiences.

3. Lead on the maintenance and development of ASAP's information resources designed to be used by people going through the asylum support appeal process. Contribute to the development of ASAP's information resources for advice workers
4. Ensure that ASAP's training and online resources are supporting ASAP's legal advice and policy work through joint planning and liaison with the duty scheme and policy teams.
5. Monitor ASAP's training, analysing statistics and feedback, and providing updates for funding reports as requested.

B. Provision of legal advice

1. Following a legal induction and with ongoing support, provide legal advice and representation to destitute people seeking asylum at the AST.
2. Provide legal advice on asylum support and asylum support appeals to advice workers, refugee agencies and legal practitioners via ASAP's second tier Advice Line.
3. Where requested take part in reciprocal peer and file reviews to maintain quality of legal advocacy, advice and file management.

C. Asylum Support Advisors Network

1. Co-ordinate the Asylum Support Advice Network, an online forum of over 1000 advice workers around the UK.
2. This includes, in partnership with the policy team, coordinating members' meetings 3 times per year, sending ASAN updates (alongside other legal team members) on asylum support and administering and moderating the network.

3. General

1. Ensure that all work is carried out in the best interests of refugees and people seeking asylum and in accordance with our Equal Opportunities and Diversity Policy
2. Contribute to internal ASAP discussions about our policy, research and legal strategy work as required.
3. Attend external stakeholder meetings as required.
4. Attend and actively participate in team meetings and ASAP events, playing a key role in planning and delivering ASAP's conference.
5. Attend regular support and supervision sessions with the Deputy Director, and professional development training as required.
6. Attend regular legal supervision sessions with the Head of Legal.
7. We anticipate that this role will contribute to ASAP's communications and social media work.

8. Be available to work some evenings and occasional weekends (for which Time Off in Lieu will be given).
9. Uphold the ethos and protect the good name of the ASAP, working in line with ASAP policies and procedures

PERSON SPECIFICATION

	Experience/ Knowledge/ Skills (essential unless indicated otherwise)
Commitment to working with people seeking asylum	<ul style="list-style-type: none"> • Commitment to asylum/human rights/social justice issues • Understanding of the experiences of people seeking asylum in the UK • Understanding, awareness of and commitment to the principles and practice of equal opportunities and diversity
Training	<ul style="list-style-type: none"> • Experience of designing, delivering and publicising training • Experience of designing and delivering interactive online training including webinars and e-learning modules (desirable) • Digitally literate, with experience of using a variety of different tools to create online content and information materials • Ability to gather and analyse statistics and feedback • Excellent English written skills, with the ability to write for a range of audiences
Asylum Support Law	<ul style="list-style-type: none"> • Minimum 2 years' full time or part time equivalent experience of legal advice work within a voluntary or legal organisation • Experience of providing second tier advice (desirable) • Knowledge of asylum support law and asylum support appeals, and/or related areas (eg housing/ welfare benefits/ immigration law/ community care) • Ability to grasp legal concepts quickly and apply them to individual cases • Legal qualification or equivalent experience (desirable) • Ability to provide legal representation for people seeking asylum at the AST after 4 months in post • Experience of providing legal representation (written and oral) in tribunals or courts (desirable)
Communications	<ul style="list-style-type: none"> • Experience of communications work including social media communication

	(desirable)
General work skills	<ul style="list-style-type: none"> • Ability to manage own time by prioritising tasks and meeting competing deadlines without continuous supervision • Demonstrable ability to work in a small team in a cooperative, flexible and supportive manner • Good working knowledge of word, excel, zoom/video conferencing platform and powerpoint
General	<ul style="list-style-type: none"> • Willingness and ability to work occasionally outside core office hours/ stay away for a night if delivering training.

Application Process

ASAP is an equal opportunities employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/ maternity, race, religion and belief, sex or sexual orientation. We positively encourage applicants with lived experience of seeking asylum and/or asylum support.

To apply, please complete the application form *and* equality and diversity monitoring form and send them to Alice Webb, Deputy Director: alice@asaproject.org.uk . Please quote “**Job Ref: ASAP Training Coordinator CONFIDENTIAL.**” in the subject of your email.

The deadline for applications is 11.59pm on Monday 29th August 2022

Interviews will be held in London on Wednesday 7th September 2022 (in person/ remote if in-person is not possible)

Further information about the interview process will be provided to short-listed applicants. Interviews will consist of a practical test of your abilities relating to the role, and a standard interview with a panel of three people.

Please let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

ASAP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period. All short-listed candidates will be notified of their selection decision and can obtain feedback from the assessment if they request it.