

ASAP ASYLUM
SUPPORT
APPEALS
PROJECT

DEFENDING ASYLUM SEEKERS

LEGAL RIGHTS TO FOOD AND SHELTER

JOB INFORMATION PACK

Women's Legal Advisor

Post:	Women's Legal Advisor This post is restricted to women applicants only. Exempt under Schedule 9, Part 1 of the Equality Act 2010.
Responsible To:	Policy and Research Manager
Salary and benefits:	£41,220 p.a. starting salary (including £4,185 inner London weighting if applicable) or pro-rata equivalent, plus 6% employer pension contribution, season ticket loan, student loan and access to Employee Assistance Programme
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) preferred, but we will consider 28 hours a week (excluding lunch break)
Leave:	30 days per annum plus bank holidays (or pro-rata equivalent)

About the role

The Women's Legal Advisor works across the three strands of ASAP's work to promote and protect the rights of women within the asylum support system. It is a varied and interesting role spanning legal representation at the Asylum Support Tribunal (AST), the provision of advice on ASAP's Advice Line, the delivery of training, and influencing work with the Home Office. The post is currently focused on access to support for those experiencing domestic abuse however, the future focus of this project will be one of the first priorities for the new post holder, after induction.

A strong interest and commitment to upholding the rights of women is essential, as is an understanding of the barriers and difficulties that women seeking asylum face. You will work closely and collaboratively with colleagues internally, providing advice and support on issues impacting women asylum-seekers. You will work with partner organisations externally, pursuing asylum support policy improvements for women and supporting advice workers to assist women to access asylum support. The role is part of ASAP's policy team as well as our legal team (staff members providing legal representation at the AST and via our advice line). The Head of Legal provides legal supervision to the role, and assistance with legal accuracy of training materials.

The job is full-time, although we will consider appointing on the basis of a 28 hours a week contract. Our offices are in East London, near the AST. Under our hybrid working policy, we request that full-time and 28 hours a week 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: marie-anne@asaproject.org.uk

Closing date for applications by: Sunday 1st December 2024 at 11:59pm

Face to face interviews will be held in London on Monday 9th December 2024

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 of 2 days per week spent in the office.

ASAP delivers three strands of work:

- We offer free, high-quality legal representation at the AST to people claiming asylum appealing against Home Office decisions to refuse or discontinue 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 Advice Network -ASAN) 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,.

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

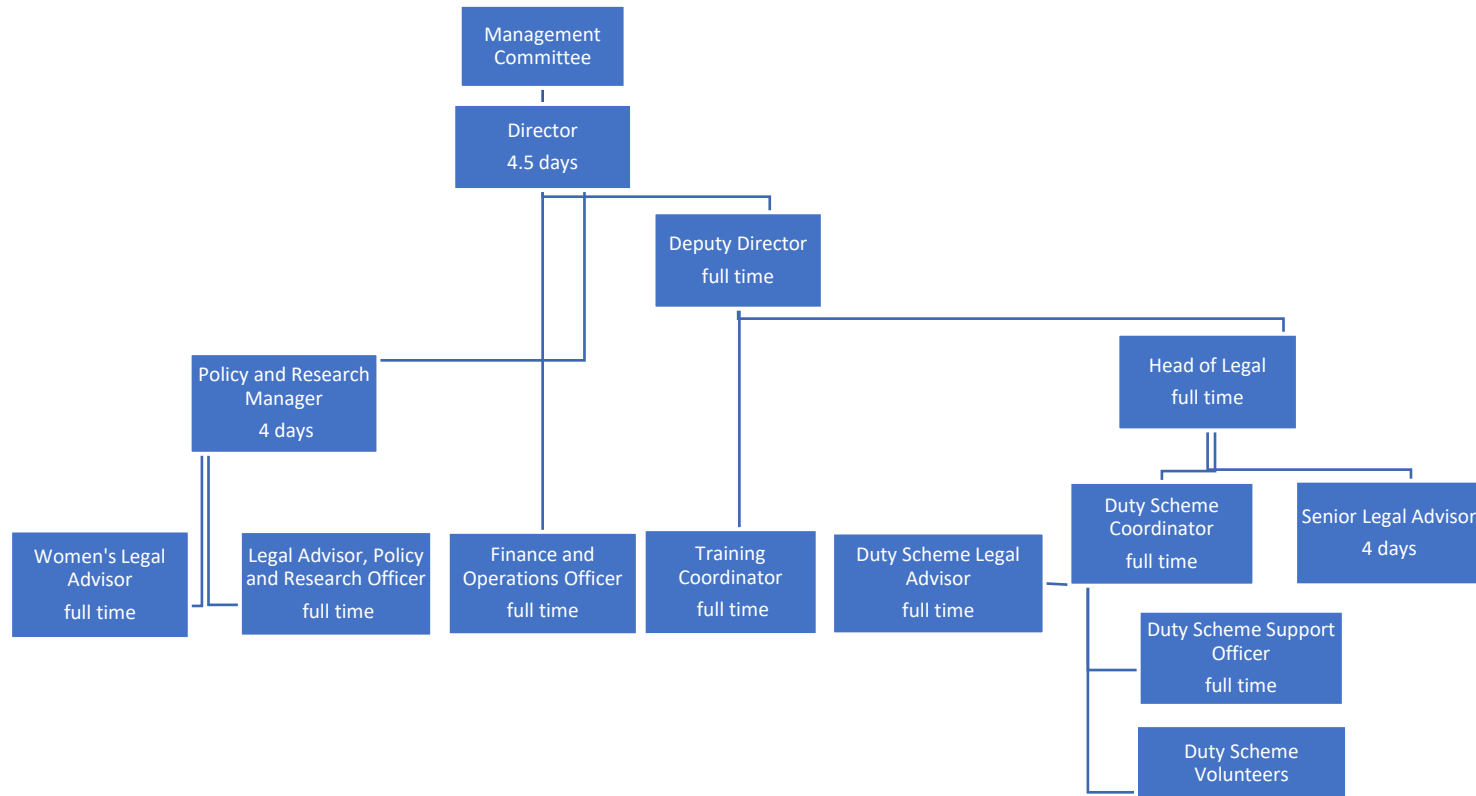
Goal 3. Tackling the root causes of destitution through policy, lobbying and litigation

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 Organigram, September 2024



Job Description

Main duties and responsibilities:

A. Legal advice

Following legal induction and with ongoing support:

1. Provide legal advice and representation to destitute asylum support tribunal (AST) appellants.
2. Provide legal advice, principally through ASAP' second-tier Advice Line, on asylum support and asylum support appeals to advice workers, refugee agencies and legal practitioners with a specialist focus on domestic abuse and gender-based violence.
3. Where possible, identify and develop client care/service delivery approaches at the AST which are of particular relevance to women. For example, around gender-based violence and children.
4. Where requested take part in reciprocal peer and file reviews to maintain quality of legal advocacy, advice and file management.
5. Contribute to ASAP's internal and external information materials on asylum support, through updating and drafting factsheets and briefings as required.

B. Policy and research work

1. Develop an annual policy strategy for the women's project work, through liaison with the Director, Policy and Research Manager, Head of Legal and legal team. Including assessing emerging issues for the best course of action, whether refining case work at AST level, engaging in advocacy/policy work, collaborative working with other agencies, training or supporting judicial reviews.
2. Engage in influencing work on policies and practices which impact on women asylum-seekers' ability to access asylum support, including partnership working with other stakeholders and representing ASAP in external forums.
3. Carry out small scale research as required and publish information briefings in relation to issues affecting women and asylum support, to ultimately increase women's access to asylum support.
4. Work closely with other relevant organisations to share policy analysis, research and data from services, working jointly on shared policy goals where relevant.
5. Monitor progress against policy goals identified within the strategy, gathering evidence to demonstrate ASAP's work in this area.

C. Training

1. Liaising with the Training Co-ordinator, design, develop and deliver training on asylum support law and policy to organisations working with asylum-seekers, with a focus on services which provide dedicated services to women.

D. General

1. Record and monitor outcomes of the gender specific aspects of the role.
2. Attend regular line management supervision sessions with the Policy and Research Manager and professional development training as required.
3. Attend regular legal supervision sessions with the Head of Legal.
4. Attend and actively participate in team meetings and ASAP events.
5. Ensure that all work carried out will be in the best interest of asylum-seekers and refugees and in accordance with Equal Opportunities and Diversity Policy
6. Be available to work some evenings and occasional weekends (for which Time Off in Lieu will be given).
7. Uphold the ethos and protect the good name of the ASAP, working in line with ASAP policies and procedures

Person Specification

	Essential unless indicated otherwise
Commitment to beneficiaries	<ul style="list-style-type: none"> • Commitment to asylum/human rights/social justice issues • Understanding of the experiences of women seeking asylum in the UK and commitment to upholding their legal rights and entitlements • Experience of working specifically on women’s issues (desirable) • Understanding, awareness of and commitment to the principles and practice of equal opportunities and diversity
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 (e.g. housing/ welfare benefits/ immigration law/ community care)

	<ul style="list-style-type: none"> • 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)
Policy and advocacy	<ul style="list-style-type: none"> • Ability to develop and implement effective influencing strategies • Excellent written and spoken communication skills with experience of successfully engaging with a range of audiences • Track record of representing an organisation externally and developing relationships with other organisations
Other	<ul style="list-style-type: none"> • Experience of delivering accessible training • 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 Microsoft Office and Zoom/video conferencing platforms • 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 reassignment, 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. You do not have to tell us about your experiences as part of the recruitment process if you do not want to.

To apply, please complete the application form *and* equality and diversity monitoring form and send them to Marie-Anne Fishwick marie-anne@asaproject.org.uk. Please quote “**Job Ref: ASAP Women’s Legal Advisor CONFIDENTIAL.**” in the subject of your email.

Experts by experience

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for independent and confidential support for your job application from the Experts by Experience Employment Network (www.ebeemployment.org.uk). Please complete [this form](#) to request support and they will confirm if they can match you with a mentor to support your application.

Closing date for applications: Sunday 1st December 2024 at 11:59pm

Face to face interviews will be held in London on Monday 9th December 2024

Interviews will be held in person at our office in East London. We will consider requests to attend remotely if necessary, but our strong preference is for candidates to attend in person if at all 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 up to 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.