Solicitor (Personal & Family Immigration)

Job Type: Full-time, Permanent, Hybrid.

Salary: Based on experience.

Application deadline: TBC.

How to apply: send your CV and Cover Letter to hruk@paragonlaw.co.uk.

Summary of the role

Paragon Law is a market-leading niche immigration law firm. As well as being well-known for our immigration law work, we pride ourselves on having an inclusive and diverse team.

The firm specialises in all areas of immigration law with three specialist departments, each headed by a director: asylum & human rights, personal & family and business immigration.

We are looking for an experienced immigration solicitor or Senior Caseworker with a strong background in advising individuals and families, particularly in entry clearance and leave to remain applications, citizenship, legacy EU/EUSS applications, PBS applications and experience of tribunal and higher court work.

This role will report directly to the director head of the team. You will not be a small cog in a large wheel, and you will be given the opportunity to make your mark and take on responsibility. You must be willing to act as an ambassador of the firm with excellent interpersonal skills, as well as the ability to work within a team. You will be supported by legal administrators and business executives.

Our case management systems allow us to operate a paperless environment and meetings to take place via video.

In the role you will:

- Take detailed instructions from the client, advise on the prospects of success and options available to the client
- Devise the case strategy and move this forward in the agreed timeframe
- Ensure that the client is onboarded, fees agreed and terms of engagement
- Maintain accurate records of all work carried out on behalf of clients and keep clients informed regularly on the progress of their matter.

- Progress files in accordance with legal and procedural time limits
- Ensure the proper financial management of files.
- Manage time and resources to develop good working practices.
- Maintain accurate personal and departmental diaries with records of dates not to be missed.
- Open client files and update properly through regular reviews, record time and bill promptly.
- Supervise and provide support to junior members of the team
- Participate in and generate ideas on business

Required Skills/Experience/Knowledge

- Proven experience in advising on entry clearance and leave to remain applications, citizenship, legacy EU/EUSS applications, PBS applications and experience of tribunal and higher court work
- A strong interest in business development
- Ability to liaise with all levels of staff
- Ability to deal with a large number of files efficiently and accurately.

Desirable Skills/Experience/Knowledge

- Accredited to level two (Senior Caseworker) of the Immigration & Asylum Accreditation scheme operated by the Law Society/or the willingness to become reaccredited/accredited.

- Experience of working under a Legal Aid Agency contract.

Benefits

● **Hybrid working.** We are operating on a hybrid working arrangement to enable our employees to have flexibility and work-life balance.

● **City centre location.** Our office is in Hockley, Nottingham's bustling creative centre. Not only is Hockley located in the heart of Nottingham, but it has great transport links with the surrounding areas.

● **Competitive annual leave allowance.** We give all employees at least 25 days annual leave allowance per year, with this number increasing after each full year of service (capped at 30 days).

● **Have your birthday off.** In addition to your annual leave allowance, employees get an additional day of paid leave to celebrate their birthday.

● **Regular social events.** We have a social committee which works to create a diverse and inclusive range of social events for all our employees to enjoy. Previous events include a ‘sports day’, a pizza party, and bowling night.

● **Staff benefits scheme.** All employees have access to *Reward Hub*, a benefits portal which gives employees access to a wellbeing centre, concierge service, an employee assistance programme, as well as providing discounts at a whole host of organisations across a range of sectors (travel, groceries, technology etc.).

● **Healthcare plan.** All our employees get access to a UK healthcare cash plan.

● **Ongoing training and development.** Employees alongside their supervisor will create a tailored training and development plan to help with their professional and personal development.