



Job Description and Person Specification

Post Title:	Senior Immigration Solicitor (Violence Against Women and Girls & Migrant Justice)
Contract Type:	Fixed Term until March 2028 (extension subject to funding)
Hours:	Full Time 35 hours per week
Salary:	£55,000 - £60,000 per annum
Place of Work:	Based at our Southall office, with up to 2 days working from home
Responsible to:	Head of Community Engagement and Legal Services

Job Purpose:

The Senior Immigration Solicitor (Violence Against Women and Girls & Migrant Justice) will lead on complex immigration casework and strategic legal interventions, with a particular focus on supporting Black, minoritised, and migrant (BMM) women affected by violence against women and girls (VAWG), especially those with insecure immigration status or no recourse to public funds (NRPF).

This is a senior role requiring a high degree of professional autonomy, decision-making, and initiative. While the postholder will be formally accountable to the Head of Community Engagement and Legal Services, they will operate with minimal day-to-day supervision, taking a lead in shaping casework strategy, driving systemic change, and strengthening SBS's legal offer.

As a senior member of the legal and advocacy team, they will:

- Provide high-quality, expert immigration advice and representation to victim-survivors, SBS staff, and partner agencies on immigration, asylum, and NRPF-related matters.
- Navigate complex immigration frameworks to help service users access safety, protection, and justice, particularly in cases involving gender-based violence and intersectional vulnerabilities.
- Contribute to the strategic development and quality assurance of SBS's immigration legal services, including internal legal supervision, mentoring junior staff or volunteers, and refining casework systems.
- Lead and support internal learning through legal briefings, advice surgeries, and training for staff and frontline professionals.
- Inform and support SBS's campaigning, policy and public education work by providing expert legal insight and analysis of immigration trends, case outcomes, and systemic barriers.
- Engage in legal advocacy, policy analysis, and, where relevant, strategic litigation to challenge unjust laws and practices affecting migrant victim-survivors.

Working within a multidisciplinary feminist team, the postholder will help to strengthen SBS's legal responses to institutional and structural injustices in the immigration system and contribute to meaningful change at both individual and systemic levels.

Duties and Responsibilities:

1. Immigration Casework and Legal Support

- Provide high-quality legal advice, representation, and complex casework support to victim-survivors of VAWG with insecure immigration status and/or no recourse to public funds (NRPF).
- Manage a varied caseload, including asylum claims; domestic violence-related applications (e.g., DDVC, DVILR); family/private life claims; human rights claims; and appeals.
- Ensure all legal advice and representation comply with the Immigration and Asylum Accreditation Scheme (IAAS) and professional/regulatory standards.
- Conduct holistic risk assessments, safety planning, and safeguarding interventions (including MARAC referrals) using a trauma-informed approach.
- Explain immigration procedures, options, and potential outcomes in clear, accessible, and culturally sensitive ways to support informed decision-making.

2. Internal Support, Advice and Capacity Building

- Provide expert legal guidance and second-tier advice to SBS staff across teams, including frontline advocates, as well as to partner agencies and other external professionals on immigration, asylum, and NRPF matters.
- Lead internal advice surgeries, legal briefings, and knowledge-sharing sessions to build the legal capacity of the team.
- Design and deliver training for staff, legal professionals, and external partners on immigration issues affecting Black, minoritised, and migrant women.
- Support the continuous improvement of internal systems for legal case management, risk assessment, and data collection.

3. Policy, Campaigning and Strategic Influence

- Provide expert legal insight to SBS's campaigning, policy, media and public education work.
- Identify trends, systemic issues, and opportunities for law reform; contribute to evidence-gathering, public submissions, and (where relevant) strategic litigation.
- Collaborate with policy leads, lawyers, campaigners, and coalition partners to influence systemic change in immigration and VAWG frameworks.

4. Monitoring and Evaluation and Compliance

- Maintain accurate, timely, and confidential records in line with organisational, legal, and regulatory requirements.
- Ensure legal work is compliant with professional codes, safeguarding duties, data protection laws, and funder/contractual obligations.
- Contribute to monitoring data, reports, and qualitative evidence to support internal learning, funding returns, and external briefings.

5. Organisational Leadership and Development

- Contribute to the strategic development of SBS's legal, advocacy, and public education work in line with its anti-racist feminist values.
- Represent SBS in legal networks, conferences, and external forums to enhance its influence and visibility.

- Mentor and support junior legal staff, volunteers, and interns, and model reflective practice and continuous professional development.
- Engage in organisational planning, cross-team collaboration, and service improvement initiatives.

6. General Responsibilities

- Adhere to SBS's policies and procedures, upholding its core values — including anti-racism, secularism, intersectional feminism, and a commitment to human rights and social justice — with full respect for the rights, dignity, and agency of Black, minoritised, and migrant women and girls, and ensuring the integration of an equalities and human rights agenda in all areas of work.
- Maintain clear and adequate records of work and produce reports on programmes and activities as required.
- Take ownership of an agreed work plan; set objectives with the line manager and regularly review progress.
- Keep up to date with relevant legislation, policy, research, and good practice.
- Participate in supervision, training, and meetings; contribute to service development in line with agreed plans.
- Undertake necessary administrative tasks (e.g., file management, word processing) to support effective delivery.
- Assist, as needed, with the organisation of SBS conferences and events.
- Attend and contribute to team/staff meetings, supervision/appraisal, and other meetings as appropriate.
- Undertake any additional duties appropriate to the post to support the smooth running of SBS's centre, services, projects, and campaigns.

Person Specification

Your application should give clear examples of experience, knowledge, skills, and abilities gained through paid and/or unpaid work (e.g., volunteering or campaigning).

Key:

E = Essential (must-have criteria)

D = Desirable (criteria that will strengthen your application)

*** = Criterion used for shortlisting**

Qualifications and Experience		
Specification	E/D Shortlisting	Assessed via
Qualified solicitor with a valid practicing certificate.	E*	Application
Immigration and Asylum Accreditation (IAA) Level 2 or above, or willingness to achieve this.	E*	Application
Demonstrable experience handling a range of immigration cases, including asylum, human rights, and domestic violence-related	E*	Application & Interview

applications (e.g. DDVC, DVILR, family/private life, etc.).		
Experience providing complex casework support to VAWG survivors with insecure immigration status or no recourse to public funds (NRPF).	E*	Application & Interview
Experience working collaboratively with legal professionals, SBS staff across teams (including frontline advocates), and external agencies in multi-agency settings.	E*	Interview
Experience working within a feminist legal or social justice framework addressing gender-based abuse, inequality, and discrimination.	E*	Application & Interview
Experience mentoring and supporting junior staff, interns or volunteers, and contributing to staff training and professional development.	D	Application & Interview
Familiarity with case management and legal research tools (e.g., OASIS, LexisNexis, Westlaw).	D	Application
Knowledge		
Specification	E/D Shortlisting	Assessed Via
In-depth knowledge of UK immigration law and policy, including legal aid regulations, human rights, asylum, and family migration.	E*	Application & Interview
Understanding of VAWG legal and policy frameworks (e.g. Domestic Abuse Act, Istanbul Convention) and their intersection with immigration law.	D	Application & Interview
Knowledge of the barriers faced by Black, minoritised, and migrant women in the immigration and criminal justice systems.	E*	Application & Interview
Understanding of trauma-informed legal practice and supporting victim-survivors sensitively.	E*	Application & Interview
Awareness of the impact of immigration policy on children, families, and safeguarding concerns.	E*	Application & Interview
Experience in research, policy analysis, or writing legal briefings, public submissions, or evidence for legal challenges.	E*	Application
Experience contributing to strategic litigation, legal advocacy, or legal education campaigns.	D	Interview
Skills		
Specification	E/D Shortlisting	Assessed via
Excellent written and verbal communication skills, including the ability to explain complex legal concepts to non-specialists and clients with limited English.	E*	Application & Interview
Ability to design and deliver training or knowledge-sharing sessions for staff, legal professionals, or community-based advocates.	E*	Application & Interview

Strong leadership and collaborative skills; ability to mentor or guide junior staff, interns, and volunteers.	D	Interview
Skilled in using digital tools to deliver legal services, virtual clinics, or training.	E*	Application
Experience working with or alongside community organisers, campaigners, or activists for migrant rights.	D	Application
Media skills or experience contributing legal insight to public education campaigns.	D	Interview
Other		
Specification	E/D Shortlisting	Assessed via
Demonstrable commitment to social justice, anti-racism, and challenging discrimination in immigration and legal systems.	E*	Application & Interview
Commitment to feminist, anti-oppressive practice and working in an anti-racist organisation.	E*	Application & Interview
Willingness to adapt to changing policy environments and immigration frameworks.	E*	Application
Commitment to reflective practice and continuous professional development.	E*	Application
Ability to contribute strategically to SBS's wider legal, policy, and advocacy aims.	D	Interview

It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.

This vacancy is open to Black and minoritised women only, in accordance with the Equality Act 2010, Schedule 9, Part 1, due to the nature of the role and the work of the organisation.

We reserve the right to close this advert early if we receive a high volume of strong applications, so we encourage early submissions.