

JOB INFORMATION

Job title: Legal education officer

Location: Dependent on successful applicant

Contract: Permanent following a 6-month probation period

Hours: 21 hours per week

Salary: £31,500 FTE (£18,900 pro-rata). London weighting will be considered

Benefits: generous annual leave entitlement (pro-rata entitlement for 21 hours is 21.6 days per year inclusive of bank holidays); salary increment on each of the first three anniversaries of contract start date; external supervision offered; employer pension contribution of 5%

Reporting to: Director of Right to Remain

Closing date for applications: midnight on 3 January 2022

Interviews will be held via zoom on Tuesday 18 January 2022

As the legal education officer at Right to Remain, you will be responsible for maintaining, developing, and increasing usage of our highly popular and accessible resources about the asylum and immigration system, most notably the Right to Remain Toolkit. You will deliver interactive workshops on the legal system for people navigating that system as well as professionals and volunteers. You will engage with our network of community groups to ensure that we are apprised of developments on the ground and we are communicating important changes to these support groups.

The role will require occasional evening and/or weekend working, for which you will receive time off in lieu. The role will also require some travel within the UK. You will need to have the right to work in the UK as Right to Remain is unfortunately not in a position to sponsor people for work visas.

If you would like to discuss the role before applying, please email work@righttoremain.org.uk

Contents:

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1. JOB DESCRIPTION

The legal education officer will:

- keep on top of changes to the law, policy and practice of the UK asylum and immigration through legal research, attending training and events, and monitoring discussions in online forums and Facebook groups
- plan and deliver interactive workshops (online, and in-person where possible) on the asylum and immigration system for members of the community groups - including for people seeking the right to remain themselves - in our network and sector professionals and volunteers.
- update and write new content for the Right to Remain Legal Updates blog and Toolkit, including video content
- ensure our resources and other relevant legal information reaches a wide audience through use of legal communications on social media and email newsletter
- work with others to develop innovative resources to increase people's understanding of and agency within the legal system
- engage with our network of community groups to ensure that we are hearing about developments on the ground and we are communicating important changes to these support groups
- report to the director on the progress of the work, and keep your own records of outputs and impact

2. PERSON SPECIFICATION: the skills knowledge and experience required for the job

Note: In addition to formal, paid work experience, we recognise the great value of lived experience and voluntary activities.

Experience

- Previous experience in the legal aspects of the UK asylum and immigration system is essential
- Previous experience of delivering training workshops is essential
- Previous experience of communicating complicated information in accessible ways is essential
- A legal qualification is desirable but not essential
- Personal or family experience of the UK's asylum and immigration system is especially welcome

Knowledge and Skills

- An excellent, in-depth knowledge and understanding of the asylum and immigration legal system is essential
- Ability to communicate complicated legal concepts and processes in clear, accessible language is essential

- Excellent written and verbal communication skills in English are essential
- Proficiency in or ability to quickly learn basic Wordpress editing is essential
- Proficiency in (or ability to quickly learn to use) Zoom to an intermediate level and other software for online training delivery is essential
- Ability to run interactive, information training sessions is essential
- Proficiency in video editing is desirable
- You will need to be able to keep track of programme spending and manage your own expenses (which are reimbursed by Right to Remain)

Personal qualities

- Able to work in a varied role
- Enjoy working with people from different backgrounds
- Have a commitment to the organisation's anti-racist values, equal opportunities, diversity and inclusion
- Ability to work independently and use your initiative

3. About Right to Remain

Right to Remain is a registered charity. We currently have six members of staff based across Britain, and we are governed by a voluntary Management Committee.

We produce accessible resources and deliver community training, so that people can navigate the UK asylum and immigration system and take practical action in their legal case (or in the case of someone they are supporting). Our best known resource is the [Right to Remain Toolkit](#) – a guide to the asylum and immigration system. We also regularly update our [Legal Updates](#) blog; and have worked with others to produce innovative online learning tools such as the [Asylum Navigation Board](#) and the [Young Asylum Guide](#).

We support the work of grassroots asylum and migrant groups across the UK, and bring communities together to share their struggles, expertise and learning.

We campaign for positive change in the asylum and immigration system. We run the [These Walls Must Fall](#) campaign, a network of local community campaigns working together to end immigration detention.

Find out more about Right to Remain at www.righttoremain.org.uk

4. HOW TO APPLY

To apply, please complete the application form and email it to work@righttoremain.org.uk by **midnight on 3 January 2022**.

Please note we will only accept completed application forms, not CVs. We cannot consider applications that arrive after the closing date.

We will send a standard acknowledgement of all application forms received (if you do not receive this acknowledgment please contact us to ensure your application has been received) but will only individually contact short-listed candidates.

The assessment processes

The panel (consisting of Right to Remain staff members and trustees) will assess all applications on an equal basis, with a points system to evaluate how the application meets each aspect of the required skills, knowledge and experience outlined in the job description and person specification. Each applicant will have a different range of strengths, gained through lived experience, voluntary and/or professional work. We are looking for the best balance of strengths and abilities to do the job well.

Remember to address the job description and person specification in your application, to demonstrate how your skills, knowledge and experience meet those requirements.

The panel will draw up a shortlist of the top scoring applications, and invite the shortlisted people to interview.

The interview

The interview date for shortlisted applicants will be **Tuesday 18 January 2022**.

The interviews will take place by **video call using Zoom**. Please let us know if you have any access needs for video-calling.

The purpose of the interview is to meet you to ask a few questions related to the job description and person specification, to get a little more information than a written application allows. It is also an opportunity for you to meet the team and ask any questions you may have.

If you are short-listed, you will also be informed of the tasks you will need to complete in advance of the interview. One of these you will need to send back to us in advance in the interview; one will be a short presentation at the start of the interview. Your responses to these tasks will form part of the assessment process.

Disclosure of unspent convictions - DBS

Any offer of employment will be subject to the satisfactory completion of a criminal convictions disclosure form, detailing any unspent convictions (via the Disclosure and Barring Service). The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered.