

LEVEL 3 PARALEGAL APPRENTICE for the Citizenship and Immigration Department

Introduction

The Citizenship and Immigration Department is looking to recruit a Level 3 Paralegal Apprentice to assist more senior team members in advising clients in connection with their UK immigration and citizenship applications, and to support the department generally at an administrative level.

Duties and Responsibilities

General day to day duties will include assisting with:

- Drafting a variety of applications to be presented to UK Visas and Immigration on behalf of clients, grounds of appeal for refusal notices and legal precedents for internal usage;
- Preparing application bundles and reviewing documents;
- Correspond with clients on a daily basis via email;
- Produce accurate attendance notes documenting telephone calls / meeting;
- Produce accurate memorandum documenting the results of research;
- Telephone UKVI to clarify guidance notes / request documents / withdrawal of applications;
- Complete any necessary follow-up work from meetings as instructed;
- Research immigration case law, relevant legislation, Home Office and overseas procedures / practices by using electronic legal databases, primary sources, and relevant consulate and embassy websites / contact numbers in the UK and overseas; and
- The general administrative work of the department, to include onboarding new clients and the associated file opening and compliance work, scanning, notetaking, and preparing preliminary drafts of letters, emails and other documents, dealing with enquiries and taking and relaying messages, maintaining orderly files and papers, electronic filing, as well as closing and archiving files.

The Training

The successful candidate will be appointed a senior member of the team as mentor and be trained by and primarily work under her supervision.

A structured programme of tuition will be provided by an accredited training provider over a two year period. External training will be either for one day a week or on block release or be supplemented by private study, periodic assessments and on the job training.

On completion of the apprenticeship, the successful candidate will continue to be given help to develop and can go on to further training or employment.

The Individual

The ideal candidate will have the following skills and attributes:

- good academic record including 3 A-levels (BBC minimum) and GCSE Maths and English grades A* - C / 9 – 4;
- good administrative skills, an eye for detail and the ability to prioritise a workload;

- good working knowledge of Microsoft Office packages e.g. Excel and Word;
- excellent command of both spoken and written English and numeracy skills;
- experienced IT user;
- ability to work as part of a team or on their own;
- well organised and able to act with discretion when dealing with confidential information;
- a good telephone manner and customer service skills; and
- a positive outlook, flexibility and appetite for taking on challenges.

The Citizenship and Immigration department

The Citizenship and Immigration department is a highly regarded, and top ranked department offering immigration services to high net worth individuals and companies.

We act for a wide range of clients, including high net worth individuals, families and businesses, often working alongside other advisors, family offices and wealth managers. Able to advise on the full range of UK immigration applications, we provide services from initial entry to the UK, all the way through to British citizenship. Additionally, we are experienced in appeals and judicial review applications within the immigration context.

The Firm

Payne Hicks Beach is a 35 partner firm of solicitors based in offices in New Square, Lincoln's Inn. In total the firm comprises about 190 staff. The firm provides specialist legal services to private and commercial clients. We are best known for our family and private client work and are widely regarded as one of the very best of the small number of firms in the UK who provide these specialist services at the highest level. We also have an excellent reputation in many other areas of law (rated in both Chambers and Legal 500), including trust and estate litigation.

More information about the departments and the work of the firm may be found on our website, the address of which is www.phb.co.uk

Please contact Janice Okuns, HR Manager, for further information.

Remuneration Package

Salary:	Market rate
Other benefits:	4x Life Assurance Permanent Health Insurance Medical Insurance (after 1 year qualifying period) BUPA Cashplan (after 1 year qualifying period) BUPA Health Assessment (after 1 year qualifying period) Pension Scheme. The firms contributes to a Personal Pension Plan. Interest free season ticket loan after 3 months Cycle to Work Scheme Wellbeing Programme
Holiday:	22 days increasing to 25 days.