

Immigration Paralegal

Job Description

The Firm

Payne Hicks Beach is a 38 partner firm of solicitors based in five offices in New Square, Lincoln's Inn. In total the firm has a complement of approximately 190 partners and staff.

The firm was founded in 1730, and draws strength from its long history. However, whilst valuing its history, the firm has a modern outlook. The firm has particular expertise in private client work, including family work, and together these two areas account for around 75% of the firm's fee income. We are one of the leading firms in the country in both private client and family work.

The firm is organised into eight specialist departments:

- Private Client (including tax, trust and probate)
- Family
- Property
- Dispute Resolution
- Company and Commercial
- Employment
- Privacy and Media Law
- Citizenship and Immigration

The strategy of the firm is to grow by selective recruitment of individuals with a proven track record in their particular area of expertise. The firm has continued to flourish in recent years and has a sound financial base from which to continue to grow in a planned way.

The firm has modern IT systems and prides itself on the smooth running of its administration. The support staff include a full time librarian, and there are on line facilities for research.

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 Role

To assist and provide a range of legal support and administration.

The key duties will include, but will not be limited to:

- 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.
- Letters to Home Office Policy Unit seeking clarification on Point Based System issues
- 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.

The Individual

Must possess:

- 2:1 degree or above in law or another discipline
- Excellent English verbal and written communication skills are essential including the ability to relate to people at all levels.
- Ability to effectively prioritise, excellent organisation and administrative ability.
- Ability to use initiative and to work well under pressure / to deadlines.
- An understanding in all Microsoft office packages.
- Professional telephone manner and the ability to take messages effectively and efficiently.
- Experience of working in an immigration firm desirable.

IT in the Firm

The firm has a network running on Windows 7 with Office 2010 running on the desktops with access to Word, Excel and SOS Practice Management system.

The firm has both internal and external e-mail using Microsoft Office and Exchange Server

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 progressively over 3 years plus bank holidays

Other

We are an equal opportunities employer.