



Job title: Managing Solicitor

Introduction:

Established in 2012, the IRC's Independent Law Centre is a non-profit, independent service staffed by lawyers for refugees in Ireland. The Law Centre was created in response to an unmet legal need in the provision of legal representation to people seeking asylum in Ireland. It provides free early legal advice and representation to those in the initial stages of the asylum process and litigation in the superior courts. The Law Centre has been recognised as a leader in providing early legal advice and advocacy.

The Managing Solicitor will be responsible for leading and managing the Law Centre including casework, policy development and identification of new areas of work and funding.

JOB DESCRIPTION:

Leadership

- Responsible for formulating and delivering the Law Centre's litigation and casework strategy.
- Proactively identify and respond to developing trends in Irish asylum law and policy.
- Ensure that the Law Centre is a leading voice on Irish asylum law and policy.
- Identification and, where appropriate, pursuit of strategic cases in the superior courts in accordance with the policy of the organisation.
- Participate in the IRC's Senior Management Team.

Client care and procedures:

- Manage the administration of the Law Centre to ensure that it is maintained as a high quality service complying with all professional and Law Society.
- Maintain office procedures, manuals and systems to ensure the provision of high quality legal representation and client care in accordance with best practice.
- Ensure the Law Centre is compliant with the General Data Protection Regulation.

Management:

- Responsibility for management of Law Centre staff.
- Responsibility for own caseload as well as supervision of the work of staff in the Law Centre.
- Assist in the recruitment and, where necessary, training of other staff members for the Law Centre.

- Other responsibilities which assist in the smooth running of the Law Centre and the IRC as a whole.

Policy and media:

- Participate in the advocacy, policy and capacity building work of the organisation when appropriate.
- Represent the Law Centre and IRC in meetings and engagement with the International Protection Office and other bodies.
- Represent the organisation in the media when appropriate.

Person specification:

- Professional qualification as a Solicitor (with a right to work and practice in the Republic of Ireland)
- 1 year (or relevant) management experience desirable but not essential.
- 1 year (or relevant) in a senior leadership position with demonstrable examples of leadership work desirable but not essential.
- 1 year of experience of practicing as a Solicitor in refugee or human rights law.
- Excellent communication and interpersonal skills.
- Experience managing own case load, adhering to deadlines and drafting legal submissions.
- Strong legal research skills and ability to keep up to date with changing laws and practices
- Highly organised.
- Ability to communicate appropriately with vulnerable clients.
- Experience of interacting with a range of organisations, public and government officials.
- Fluency in English; fluency in another language desirable but not essential.
- We particularly welcome applications from people from a migrant or refugee background, lone parents, Travellers and people with disabilities.

Application process:

- Please send a CV and cover letter to recruitment@irishrefugeecouncil.ie
- The cover letter must clearly address the person specification outlined above. Only applications addressing the person specification will be considered.
- The phrase 'Managing Solicitor' must be inserted in to the email subject matter line.
- Deadline for application is 5.30pm on the 8 May.
- Interviews to be held week of 14 or 21 May.

Terms and conditions:

- Salary commensurate with experience.
- 35 Hours (five days a week) 9.00am-5.00pm. Some out of hours work may be required.

- 2 year contract (3 months probation).
- Based in the Irish Refugee Council office at 37 Killarney Street, Dublin 1
- 25 days annual leave plus additional paid leave at Christmas.

Queries:

Queries to recruitment@irishrefugeecouncil.ie

Staff benefits:

- A diverse working environment.
- A commitment to professional development including access to a continuing professional development fund.
- Flexible and supportive working arrangements.
- 25 days annual leave plus additional paid leave at Christmas.
- A comprehensive induction process.
- Car and bike parking available.

The Irish Refugee Council is an Equal Opportunities employer.