Graduate Internship Programme – Employer Job Description

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| **Job title** | Legal Coordinator (UKIH) |
| **Organisation** | UK Immigration Help |
| **Line manager who the intern will report to** | Jackie Samra |
| **Is this role hybrid working or permanently onsite at your company?** | Permanent Onsite |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Exciting graduate internship opportunity at UK Immigration Help, offering invaluable hands-on experience in legal research, case preparation, and administrative support within the field of immigration law. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of the graduate-level project (s) assigned by a line manager from the UK Immigration Help.  The post holder will be working within a team and will be expected to use their initiative and undertake self-directed learning within a supportive environment to develop their skills and gain a good working knowledge of the UK Immigration Help policies and procedures to make a positive contribution to the team and the UK Immigration Help.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| You will gain experience in conducting legal research, preparing immigration cases, maintaining accurate case files, and providing administrative support, ultimately contributing to the efficient functioning of the legal team, and ensuring compliance with immigration laws and regulations. Additionally, the internship program allows for potential talent development and recruitment opportunities within the organisation. |

**Key areas of responsibility**

* Conduct legal research on immigration laws, policies, and precedents.
* Summarize and present legal findings to assist in case preparation.
* Assist in the preparation and organisation of immigration cases.
* Maintain accurate and up-to-date case files.
* Communicate with clients to gather necessary information and documents.
* Provide updates on case status and assist in addressing client inquiries.
* Prepare and draft legal documents, including immigration petitions, affidavits, and correspondence.
* Proofread and edit legal documents for accuracy and completeness.
* Perform administrative tasks, such as scheduling appointments, managing calendars, and handling phone calls.
* Support the legal team in day-to-day office operations.
* Ensure compliance with relevant immigration laws and regulations.
* Maintain high ethical standards in all interactions and activities.

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| **Skills/knowledge required** |
| * Bachelor's degree in Law or a related field (candidates currently pursuing legal studies will also be considered). * Previous experience in a legal setting or immigration law firm is preferred. * Excellent written and verbal communication skills. * Strong organizational and multitasking abilities. * Proficient in legal research and document drafting. * Attention to detail and commitment to accuracy. * Ability to work independently and collaboratively within a team. |

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| **Recruitment criteria** |
| The graduate must have completed an undergraduate degree LLB and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024