

Job Description

Job Title	Legal Officer
Reporting to	Chief Executive Officer
Hours of work	35 hours per week excluding lunch
Place of Work	Doras Luimní Offices, Limerick

Doras Luimní (Doras) is an independent non-governmental organisation which works to support and promote the rights of all migrants living in Limerick. We provide a range of services, some of which are designed to meet the specific needs of the migrant community and others which are available to the wider Limerick community. Our main areas of work are the provision of direct support, advocacy and campaigning and integration planning.

Duties of the post:

- To oversee the work of Doras Legal Service and Advice and Information Centre and to supervise a limited number of staff and volunteers ;
- To provide legal expertise and support to staff and volunteers with the preparation of legal cases;
- To manage the overall client caseload while maintaining an individual caseload;
- To supervise and assist in the training of legal interns and other staff when necessary;
- To provide one-to-one legal information on a range of immigration related issues;
- To advocate on behalf of clients to Government Agencies and other organisations;
- Identify possible strategic cases, in conjunction with the senior management team;
- To ensure detailed records of all clinic work are kept and produce monthly reports on that work;
- To assist in compiling a strong evidence base to support Doras campaigning goals and objectives;
- To ensure the key issues and needs of Doras clients are represented in policy fora in regional and national debates;
- To work collaboratively with other organisations and networks where appropriate, both locally and nationally;
- To produce briefing notes on legal updates and developments;
- To develop legal responses of strategic importance through submissions to various bills/papers;
- To liaise with other legal services on cases of strategic importance;
- Assist with media statements and media queries where necessary.

Other Duties:

- To effectively represent and market the mission, vision and values of Doras at external fora;
- To attend and contribute to monthly support meetings and fortnightly team meetings;
- To maintain accurate and up-to-date records of all work;
- To complete monthly performance reports;
- To compile and work to an Annual Work plan;
- To maintain strict confidentiality of personal information about Doras service users and adhere to Doras policy and procedure in this regard;
- To undertake additional tasks and responsibilities which may arise from time to time, relevant to the post;
- To carry out duties and responsibilities with due regard to Equal Opportunities legislation and Doras diversity policies.

Person Specification

Legal Officer

Qualifications:

- A relevant legal qualification.

Experience/Knowledge:

- A minimum of two years' experience in a similar position;
- Experience of policy development/lobbying/litigation;
- Thorough knowledge of and practical experience in immigration policies, practices and legislation in Ireland;
- Possess in-depth knowledge of the issues facing migrants in Ireland, particularly those who are at risk of social exclusion, poverty and discrimination;
- A good understanding of Irish and EU social welfare law;
- A commitment to human rights based approaches;
- Extensive knowledge of social welfare policies;
- Experience of report writing and policy formation;
- Experience of dealing with clients on a one-to-one basis;
- Experience in advocating for rights and equality;
- Staff management and supervisory experience.

Skills/Abilities:

- Highly organised, with the ability to work well under pressure;
- To have a flexible and adaptable work approach;
- Excellent organisational and time management skills;
- Excellent written, verbal, analytical and interpersonal skills;
- Exercise good listening and communicate skills with sensitivity to cultural communication skills;
- Appreciation of the need for confidentiality and integrity;
- Well-developed IT skills;
- Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals;
- Comfortable working in a busy, dynamic, multi-cultural environment.