



Right to Remain Job Application Pack - December 2025

Legal Education Officer

Job title: Legal Education Officer

Location: Remote work, with some travel to other parts of the UK, including London. The post holder needs to be based in and have active connections with the refugee and migration sector in the southern half of the UK, including the West Midlands.

Salary: £35,000 - £37,000 per annum FTE, pro-rated, depending on the skills and experience.

Hours: Full time or 0.8 FTE (28 hours per week)

Contract: Permanent, 6 month probationary period

Reporting to: Director

Benefits: 36 days of annual leave per year, inclusive of statutory holidays (pro-rata entitlement for 28 hours is 28.8 days per year inclusive of statutory holidays); employer pension contribution of 5%

How to apply: Application form and CV. Please send them to [esther\(at\)\[righttoremain.org.uk\]\(mailto:esther\(at\)righttoremain.org.uk\)](mailto:esther(at)righttoremain.org.uk) before the closing date, with a subject line 'Legal Education Officer Application'. Please see below for more information.

Closing date for applications: The final date/time is **5pm, Monday 2 February 2026**. However, we will be reviewing applications on a rolling basis.

Interviews and assessments: After 9 February 2026, in-person and online. Dates to be confirmed later.

Start Date: As soon as possible.

If you want to have an informal chat about this role, please contact Esther Doherty [esther\(at\)\[righttoremain.org.uk\]\(mailto:esther\(at\)righttoremain.org.uk\)](mailto:esther(at)righttoremain.org.uk). Esther will arrange for you to have a chat with Eiri Ohtani, the Director, on Thursday 15 January.

About Right to Remain

Right to Remain is a national migration justice organisation, working with hundreds of communities and groups across the UK. As a key anchor organisation within the migration justice movement, we uniquely combine public legal education that democratises knowledge, and facilitates strategic convenings that harness radical solidarity with campaigning and community organising that builds power, further empowering people to establish their right to remain and collectively challenge injustices of the immigration and asylum system.

Our vision is a world where everyone can exercise their right to remain where they need to be with dignity and humanity. Our values are agency, people power, mutual aid, solidarity, anti-racism and foregrounding people with lived experience.

The organisation was founded in 1995 as the National Coalition of Anti Deportation Campaigns, a coalition of grassroots groups fighting against the deportation of their friends, family members, neighbours and co-workers across the UK.

Our name changed in 2014 to reflect the expanded scope of the organisation's work, in response to our community's changing needs. As the landscape of asylum and migration law, policies and practices grew harsher, it became essential that our community understood the asylum and immigration system better from the very beginning of their journey through the process. There are three reasons for this: in order to support one another to secure immigration status and the right to remain in the UK, to proactively protect the community from the risk of the violence and trauma of detention and deportation and, most importantly, to challenge injustice and human rights abuses. We became a registered charity (1192934) in December 2020.

Since then, the main resource of our public legal education about the asylum and immigration system, our Right to Remain Toolkit, has become the critical infrastructure for the entire asylum and migration field and beyond. It is the lifeline for many who are stuck in a Kafkaesque system. People use the Toolkit to practise for their asylum interviews, gather their own evidence, prepare for their own appeals when they cannot find a lawyer to represent them, and exercise agency by equipping themselves with the knowledge of what could happen to them and the options they have. Many groups, large and small, use the Toolkit for staff and volunteer training and for their work at large. Lawyers and students use it as a reference point and other professionals such as youth workers, ESOL teachers, and doctors use it to support people going through the system.

This popularity is due to the fact that our resources, workshops and outreach are accessible, practical and empowering. They are accessible because they are designed specifically for both non-specialists and people going through the system, based on feedback from our community collected over the years. They are practical because they include information about possible steps people can take to improve their chance of securing immigration status and their right to remain in the UK, also based on the tips contributed by our community. And they are empowering because they help people understand what might happen to them at each stage of the process, and how to help prepare for any given scenario, enabling them to take better control of their lives with or without the help of legal advisors and solicitors.

We also demystify legal support. We explain clearly how allies and supporters who are not accredited to give legal advice and, for this reason, are afraid to help others can still safely provide vital support in our community. While quality legal advice remains scarce, it is vital to scale up the amount of legal support available. This both alleviates the pressure faced by the struggling legal advice sector, and connects people in the system with their supporters, equipping them with knowledge and confidence to fight for the right to remain together, and seek ways to survive the system within their local community. This knowledge of the system will always remain central to our movement.

In fact, our legal education work goes beyond a simple gesture of information provision. Our work is relational. We carefully and consciously do this in a way that calls for solidarity to bring more people and groups into the movement, focussing on building power in our community.

The Toolkit and our workshops act as a portal through which people can enter the shared struggle for migration justice and start taking collective action to change the system – because you need to understand the system to fight it, just as our community said when we developed the Toolkit over ten years ago. The Toolkit and our public legal education work is therefore the basis of our strategic convening and campaigning, including our experience-led community organising work, *These Walls Must Fall*.

Our Theory of Change that connects our work building knowledge (public legal education), building radical solidarity (strategic convening) and building power (campaigning and organising) encapsulates the process through which we strive to achieve our vision with our communities. Our Theory of Change explains how building knowledge (public legal education), fostering radical solidarity (strategic convening), and building power (campaigning and organising) work together to help us achieve our vision alongside our communities.

You can find out more about our organisation at our website www.righttoremain.org.uk. You can also read our [impact report 2022/23](#), [2023/24](#) and [annual accounts 2024/25](#).

About the role

We are looking for an exceptional, value-driven, strategic candidate, someone who understands the Right to Remain ethos and is prepared to bring their whole self to our organisation. The person needs to be able to hit the ground running as our Legal Education Officer, which is a varied and busy role. Needless to say, the role requires an impeccable grasp of the asylum and immigration system and its operation on the ground, including how it impacts our community of people seeking asylum, refugees, migrants, their families, friends and allies. It requires an ability to help and guide our community to navigate the complex and hostile asylum and immigration system.

You will be working closely with the Director and the rest of our small and dynamic Right to Remain staff team: another Legal Education Officer based in Leeds (generally) covering the North, the Organiser based in Manchester leading our mighty *These Walls Must Fall*, and the Engagement Officer based in London. In particular, the post holder will be closely coordinating their work with another Legal Education Officer in Leeds. The post holder is also expected to be already embedded in the local and regional asylum and migration

field, familiar with its dynamics and able to tap into their existing relationships and connections with local groups and actors.

We are proud of Right to Remain's unique and bold approach that really believes in collective power. We are focused on building knowledge, radical solidarity and the power of our community. We show up authentically at work and for our community, always giving our 100%. We are determined and calm amidst the crisis and chaos of the world. We know that now is not a 'business as usual' time, and we need to meet the moment as the anchor organisation for the migration justice movement. That comes with a lot of responsibility but we also carry it with lightness. We want our new team members to be similarly passionate, ambitious and compassionate.

With the rest of the team, you will be responsible for maintaining, developing, and increasing usage of our highly popular and accessible resources about the asylum and immigration system, most notably the Right to Remain Toolkit. You will deliver interactive workshops on the legal system for people navigating that system as well as professionals and volunteers. You will engage with our network of community groups to ensure that we are apprised of developments on the ground and we are communicating important changes to these support groups. You will also work with the Director and other colleagues to develop and deliver specific public legal education projects, when necessary. You must have outstanding communication skills and the ability to engage with a wide range of audiences, in a manner that reflects Right to Remain's mission and values.

This post is a remote role, with regular travel across the UK. Since our current Legal Education Officer in Leeds covers the northern part of the UK, this new role is expected to cover the southern part of the UK, including London. The role will require occasional evening and/or weekend working, for which you will receive time off in lieu (TOIL).

This is a full-time post. We can consider offering it as a part-time, 0.8 FTE post, depending on the successful candidate's level of experience, skill set, circumstances and connections and networks they bring.

Please note that you will need to have the right to work in the UK as Right to Remain is unfortunately not in a position to sponsor people for work visas.

Any offer of employment will be subject to the satisfactory references and completion of a criminal convictions disclosure form, detailing any unspent convictions (via the Disclosure and Barring Service). The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered.

Job description and person specification

Legal Education Officer: Job Description	
Area of responsibility	Tasks/Duties
Legal research and monitoring	<ul style="list-style-type: none"> - Keep updated with changes to the law, policy, and practice of UK asylum and immigration, and the wider social and political context in which these changes are happening. This includes non-asylum matters not covered by legal aid, such as citizenship, EEA settlement, trafficking, and domestic violence concessions. - Stay informed through legal research, participation in strategic and practitioner forums, attending training and events, monitoring online discussions, and building strong cross-sector and community relationships.
Legal communication and resources	<ul style="list-style-type: none"> - Update and write new content for the Right to Remain Toolkit, Legal Updates blog, including written and video content. Ensure the Toolkit is updated to reflect changes in law, policy and practice. - Assess the practical impact of legal, policy and social changes, and decide whether and how to communicate them in a way that is accessible, accurate, useful and action-focused for our audiences. Prioritising information that is most useful for people navigating the system and for those supporting them who are not regulated to give legal advice. - Co-create innovative resources (e.g. videos, guides, visuals) to help people understand the legal system and feel more confident navigating it, with a focus on accessibility, agency, and grounded in real-life usefulness. - Make sure our resources and legal information reach a wide audience by using community relationships and legal communications channels including social media and our email newsletter.
Legal education and capacity building	<ul style="list-style-type: none"> - Plan and deliver interactive workshops (online and in-person) on the asylum and immigration system for people navigating the system, support groups, and sector professionals. - Co-develop workshops with local partners when in-person, to meet the specific needs of each community and context and not a one-size-fits-all approach. - Plan and deliver workshops in a manner rooted in Right to Remain's values of collective knowledge-building, accessibility, and radical solidarity.
Community engagement	<ul style="list-style-type: none"> - Facilitate community engagement by building and maintaining trusted relationships with grassroots and community support groups, in line

Legal Education Officer: Job Description	
	<p>with Right to Remain's grounded approach as an anchor organisation.</p> <ul style="list-style-type: none"> - Hold space for listening and learning in order to understand what groups and individuals are experiencing and needing, their feedback on our work and ensure this learning shapes our legal content, communication, and priorities.
Monitoring, reporting and accountability	<ul style="list-style-type: none"> - Take responsibility for accurately and regularly recording your own outputs, outcomes, and impact. - Proactively share progress and reflections with the Director and wider team, and contribute to internal and external reporting (including to funders) that helps us understand, improve, and communicate the value of our work. - Follow and observe agreed processes and procedures at all times to collectively ensure organisational efficiency
Collaborative team working	<ul style="list-style-type: none"> - Contribute to a collaborative and supportive team culture, even when working remotely, and liaising closely with the other Legal Education Officer based in Leeds. - Attend regular team meetings, check-ins, and planning sessions - Share learning, updates, and ideas with colleagues to strengthen collective work - Support team wellbeing by recognising emotional labour, being thoughtful about how power, emotion, and care show up in working relationships, and approaching collaboration with trust, respect, and reflection
General	<ul style="list-style-type: none"> - Represent Right to Remain as and when required. - Undertake other appropriate duties as required and as agreed with the Director.

Legal Education Officer: Person Specification	
Experience	
Previous practical experience, of substantial volume and over a significant period of time, of legal aspects of the UK asylum and immigration systems (for example, in advice setting, legal support setting, going through the system etc).	Essential
Previous experience of sharing complex information in ways that are clear and accessible in both written and verbal formats	Essential

Legal Education Officer: Person Specification	
Previous experience of working in a small or grassroots community organisation, including those that support people going through the UK asylum and immigration system. We would need to see experience of substantial volume and over a significant period of time, where flexibility, shared responsibility, initiatives and ability to take on different roles to support colleagues are a key part of daily work.	Essential
Experience working in a way that builds trust and care with colleagues and community members	Essential
Experience of designing and delivering interactive workshops or training sessions, both online and in-person, for varied audiences	Essential
Experience of working with a mix of legal professionals, community organisations, public services, and people with lived experience and building trust across different roles, priorities, interests, limitations and power.	Essential
Experience of working remotely	Desirable
Experience of campaigning and/or community organising	Desirable
Knowledge and Skills	
Excellent, in-depth and up-to-date understanding of the UK asylum and immigration system (including areas not covered by legal aid) and strong practical understanding of how these processes work in real life for people navigating them.	Essential
IAA (formerly OISC) regulation (at least Level 2) or legal qualification	Essential
Ability to explain complex legal processes in clear, accessible language (verbally and in writing) and to be able to adapt your communication for different audiences and people with different levels of knowledge, confidence, or experience	Essential
Critical thinking and practical judgment - the ability to stay calm in complex, fast changing situations, understand different perspectives, and make thoughtful decisions that reflect Right to Remain's direction and values	Essential
Knowledge of the UK asylum and immigration sector including how different actors (legal representatives, courts, civil servants, public services, voluntary and community sector, funders, national and local actors and lived experience campaigners) interact and an understanding of the power dynamics that shape this landscape.	Essential
Knowledge of the local and regional asylum and immigration field and ability to tap into established working relationships and connections with relevant actors in the area	Essential
Ability to plan and deliver interactive workshops and information sessions that empower people to understand their rights, build confidence, and take action	Essential
Confident using digital tools (Zoom, WordPress, Slack, Google Drive etc) or able to learn quickly	Essential

Legal Education Officer: Person Specification	
Ability to work proactively and under pressure - able to prioritise your own workload, develop workplans, complete tasks, keep up with changes in asylum and immigration law, policy and sector developments, and adapt your work in response to what's happening on the ground.	Essential
Ability to use monitoring and recording systems and monitor your own work accurately and in a timely manner, keeping clear and updated records of legal and toolkit updates, workshops and training delivery and managing expenses and other monitoring data as needed.	Essential
Ability to follow organisational processes and procedures for effective administration of the organisation	Essential
Personal qualities	
Resilient and calm - able to stay grounded in a turbulent landscape, dealing with the immediate while keeping an eye on the big picture and being brave when necessary.	Essential
Values-driven and aligned with Right to Remain's commitment to anti-racism, solidarity, and justice. We support others in solidarity and build their power without trying to 'save'.	Essential
Collaborative, respectful and enjoy working with people from different backgrounds and experiences where you are able to build trust, navigate complex interpersonal and cross-sector dynamics with care.	Essential
Highly organised and able to complete tasks on time.	Essential
Self-motivated and adaptable - able to work independently in a remote working setting, take initiative, and respond flexibly to a varied role with shifting priorities.	Essential
Ability to listen to others deeply and with compassion and to adapt through feedback, experience and learning.	Essential
Ability to reflect on your own role and power in relationships.	Essential

How to apply

Please note that applicants must have a current legal right to work in the UK.

If you want to have an informal chat about this role before applying, please contact Esther Doherty [esther\(at\)righttoremain.org.uk](mailto:esther(at)righttoremain.org.uk). Esther will arrange your chat with Eiri Ohtani, the Director, on Thursday 15 January.

Please send the following documents by email to [Esther\(at\)righttoremain.org.uk](mailto:Esther(at)righttoremain.org.uk) with the subject line 'Legal Education Officer Application', by **5pm, Monday 2 February 2026**.

- Your completed application form.
- Your comprehensive CV.
- A completed Equality and Diversity Monitoring Form (voluntary).

We will send a standard acknowledgement of all applications received (if you do not receive this acknowledgment please contact us to ensure your application has been received) but will only individually contact short-listed candidates. We are unable to offer feedback to unsuccessful candidates.

The interviews will take place in person. Please let us know if you have any access needs. If you are short-listed, you will also be informed of the tasks you will need to complete in advance of and/or during the interview. Your responses to these tasks will form part of the assessment process.

No agencies please.

Disclosure of unspent convictions - DBS

Any offer of employment will be subject to the satisfactory completion of a criminal convictions disclosure form, detailing any unspent convictions (via the Disclosure and Barring Service). The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered.

22 December 2025