

Immigration Assistant

Employment, London

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

Our immigration team is an integral part of the wider Employment, Pensions and Mobility group. The full Group comprises five Partners, nine Senior Counsels, seven Senior Associates and Associates, three Trainees and, and three Knowledge Lawyers. Six of the group's fee earners focus on immigration matters.

The role will report into two Senior Counsels for day-to-day supervision and oversight of work, and ultimately to a partner in the group.

The immigration client base largely comprises of U.K. and internationally headquartered businesses, entrepreneurs and business founders, and high net worth individuals and families from across the world. We work with HR teams, general managers and directors of international corporate clients, and with family offices and intermediaries of private clients. The team advises on a range of matters including:

- Sponsor license applications.
- Sponsored visa applications, especially Skilled Worker and all types of Global Business Mobility applications.
- Family and EU Settlement Scheme applications.
- Investor and entrepreneur visa extensions.
- Global Talent visas.
- Inward investment advice for the U.K.
- Prevention of illegal working and right to work issues.
- Immigration issues on corporate transactions, restructuring and insolvency.
- Settlement/indefinite leave to remain and nationality applications.
- Working with other fee earners in the group to advise on employment law issues arising from changes to a sponsor's business or to an employee's immigration status.

Job title

Immigration Assistant

Recruiting manager

Sean Nesbitt

Department

Employment

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

London

Perm/FTC

Initial 3 month FTC

Salary

Competitive

The opportunity for you

Position responsibilities

The Immigration Assistant position is an administrative role supporting the client-facing Immigration Advisers (predominantly) and Senior Counsel with their immigration caseload. There may be opportunity to expand the role further. The main duties will include:

- Preparing Certificates of Sponsorship, making requests and updates in the online Sponsor Management System.
- Preparing draft sponsor license and visa application forms.
- Uploading documents to support client visa applications.
- Liaising with the Home Office to raise queries and to arrange appointments and priority processing.
- Liaising with clients to gather information and help with preparation of their case/application.
- Managing our database of client visas and sponsor licenses.
- Research on points of interest and supporting team as required.

The opportunity for you

Experience, skills, and qualifications

Whilst prior immigration experience is not essential, a strong interest in the immigration field and a desire to learn is required.

The following experience/skills are essential:

- Strong academics, with a degree in any discipline or equivalent experience expected.
- Excellent attention to detail and accuracy.
- Good written and analytical skills.
- Strong personal and communication skills; an ability to adapt to supervision.
- Excellent organization and time management skills, and the ability to manage multiple tasks simultaneously.
- A commitment to work with the team to provide a high level of client service.
- A willingness and enthusiasm to learn.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
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Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
Recruitment Senior
Coordinator

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Lottie Williams
Onboarding Senior
Advisor

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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