

IMA

For the Citizens'
Rights Agreements

Trainee Solicitor (EO) Information Pack



I am delighted that you are interested in applying for the Trainee Solicitor post at the Independent Monitoring Authority for Citizens' Rights Agreements (IMA).

The successful candidate will join the IMA at an exciting time. The role provides an opportunity to contribute to the developing understanding of the Withdrawal Agreement between the UK and the EU.

You will join a small and dynamic team of lawyers and will have the chance to work on a broad range of work. We advise on public law, EU law, immigration law, analyse legislation and conduct litigation on behalf of the IMA. You will work with colleagues across the IMA including advising the Board and the Chief Executive.

We look forward to receiving your application.



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About the role

Job Title	Grade	Duration	Salary
Trainee Solicitor	EO	Fixed-term	£29,443 - £30,945

The Trainee Solicitor role is a fixed term appointment of two years. If appointed and you successfully complete the required training contract, you may be offered a permanent appointment as a Legal Adviser at Senior Executive Officer (SEO) grade, with a salary of £42,588, working towards Grade 7, with a salary of £58,506. If a post is available and you are offered a permanent position, a 24-month transitional period will apply. During the transitional period, you will be expected to successfully complete the objectives and meet the performance standards of the Grade 7 Legal Adviser Framework. In accordance with business needs, you will be provided with the support, training and opportunities to develop the skills, knowledge and expertise to achieve this goal .

Starting salary will normally be offered at the minimum of the band. Existing Civil Servants or those transferring from accredited Non-Departmental Public Body (NDPB) on level transfer will move on current salary or the pay range minimum, whichever is higher up to the maximum of the pay range. If you transfer on promotion, you will move to the new pay range minimum or receive a 10% increase, whichever is higher.

Location: The IMA is currently based at the Civic Centre, Oystermouth Road, Swansea, SA1 3SN.

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The IMA currently operates informal, non-contractual hybrid working arrangements with a regular requirement to attend the Swansea office. In person working accounts for around 40% of contractual working hours over the course of a year through a combination of time in our Swansea Office or through direct contact operational activity (e.g. meeting with stakeholders and citizens, court attendance). Some of this time is mandated by business activity but the remaining time is not fixed and can be managed in discussions with line managers to provide flexibility at an individual level. If you would like to discuss this further, please contact HR@ima-citizensrights.org.uk

Pattern of Working: Due to the nature of the role this is a full-time post requiring regular attendance in our Swansea office. The IMA offers a flexi time scheme.

Note to existing Civil and Public Servants: The IMA is not a Civil Service employer. Any current Civil Servants recruited to the IMA on a permanent basis will cease to be Civil Servants. If you are a member of the Civil Service Pension Scheme, you will be eligible to continue in this scheme with no break in service. We recognise contractual continuity of service for individuals joining the IMA where there is no break in service from those who are either: existing members of the current Civil Service Pension Scheme and/or employed by an organisation listed on the [Gov.UK list of departments, agencies and public bodies](#). Contractual continuity applies to annual leave, sickness leave and pay, entitlement to Maternity/Paternity/Adoption Leave up to the maximum entitlements in the IMA. For more information contact HR@ima-citizensrights.org.uk



Purpose of the role

Are you looking for a truly varied role where you will be involved in a range of matters including inquiries, litigation and complaints?

This is an exciting time for the IMA and some of the work we have been doing includes:

A range of [litigation](#), including a landmark judicial review of elements of the EU Settlement Scheme, and important interventions on novel and contentious questions of interpretation of the Withdrawal Agreement.

The IMA's first [inquiry](#) on delays in the issuing of Certificates of Application under the EU Settlement Scheme.

Reviewing [legislation](#) from each of the different governments across the UK which cover a range of subjects including student finance, social security, immigration and the recognition of qualifications.

You can read more about this work and more on our [website](#).

Purpose of the role

We are expanding our Legal team to help support this work and are looking for a Trainee Solicitor to join our current team.

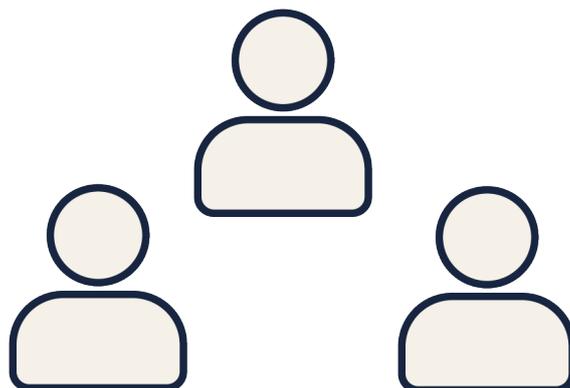
We are offering a varied role that will give wide exposure across the full range of legal matters requiring input from the IMA Legal Directorate. The role will offer a unique opportunity to develop your skills in a supportive but challenging environment.

You will work with a Senior Legal Adviser, within a current team of 8 lawyers (comprising 3 Senior Legal Advisers and 5 Legal Advisers) within the Legal Directorate of the IMA, reporting to the IMA General Counsel.

As a Trainee Solicitor, you will be expected to contribute to the successful delivery of legal services within the IMA. You will assist in all aspects of the IMA's work, including in relation to inquiries, legislation monitoring, litigation, and complaints, in addition to contribution to the development of training materials and guidance. You will have the full support of all colleagues both from within the Legal Directorate and from across the IMA.

As part of your training, it is likely that you will be expected to undertake a short period of secondment with another public sector legal department or solicitor's firm, in order to ensure that you receive a breadth of experience of working within the legal sector.

We offer tailored learning and development required for you to thrive in this role and you have support and guidance to progress your legal career.



You will have:

- A minimum of a 2:2 honours degree although this does not have to be in law. Alternatively, if you hold a Certificate of Academic Standing or Equivalent Means from the Solicitors Regulation Authority (SRA), you will be eligible to apply. Fellows and graduate members of CILEx who have satisfied the SRA's academic stage of training are also eligible.
- Either passed the Legal Practice Course (LPC) or the Solicitors Qualifying Examination (SQE) 1 by 8 September 2026. If you have not yet started or signed up to an SQE 2 preparation course, you will be required to do so as part of the role. The IMA may be able to contribute up to £5,000 towards the costs of the preparatory course and assessment fee for SQE2.

In addition, you will be able to demonstrate the following:

- Excellent legal research skills
- Good drafting skills
- Good written and verbal communication skills
- Accuracy and attention to detail, planning and organising to deliver work to tight deadlines
- Ability to build effective working relationships with a range of colleagues and work as part of a team



What to expect working in our Legal team



Danielle Rees
Legal Adviser

"I joined in 2023 as the first Trainee Solicitor at the IMA having just completed the LPC with the University of South Wales. I was keen to work in public law and the IMA was my opening! The IMA has been set up as an independent organisation to promote and monitor citizen's rights post Brexit. This means that in my day-to-day role I review a breadth of domestic legislation to ensure compatibility with the Withdrawal Agreement.

"I provide Operational Colleagues with legal advice on avenues for undertaking work and I am actively involved in important litigation in matters of public interest. My first court hearing as a Trainee was in the Royal Courts of Justice in the Court of Appeal. As part of my two-year training contract, I was afforded the opportunity to undertake a secondment with private practice to gain broader experience and knowledge, this in turn has widened my network in the legal industry.

"The benefit of being part of a small organisation means that my work has impact and decision making is visible. The IMA is an arm's length body sponsored by the Ministry of Justice, which means as an employee I have wider access to civil service training and benefits that provide for further career progression. In undertaking my training with the IMA, I have been supported to successfully qualify as a Solicitor, and I have progressed to a Legal Adviser role at the IMA."

What to expect working in our Legal team



Lisa Salkeld

Senior Legal Adviser

"I joined the IMA in February 2021. Working as a lawyer in the IMA is exciting, and every day is different. As a small organisation, everyone is truly valued and is listened to. The legal work is extremely interesting, and I learn new things every day, I could be looking at legislation in the morning and filing court documents in the afternoon. There are plenty of social opportunities and the IMA is really invested in training and developing staff. If you enjoy the law, then I would encourage you to apply to join us."

Gareth Pembridge, *Legal Adviser*

"When I joined the IMA three years ago, I enjoyed the challenges of working in a relatively new, Legal team in a developing legal subject area, applying the text(s) of the Withdrawal Agreements for the benefit of EU EEA citizens, as well as playing a part in the wider development of the team.

"The legal work/advice required is intellectually stimulating and each day affords different opportunities to work closely alongside IMA colleagues and to represent the IMA in our work working with UK Public Bodies and Government (both at UK level and devolved) to uphold citizens rights. To help meet the IMA's strategic objectives and as most of the legal issues are still developing in nature, there is the need for the IMA Legal team to be able to continuously apply that on-going knowledge via the provision of timely legal support and advice. Therefore, being flexible is key for the role.

"The best part about the IMA for me, is the teamwork across all Directorates and the friendly staff environment."

What to expect working in our Legal team



Alex Griffiths

Legal Adviser

"I joined the IMA in 2023 while completing the SQE. The Legal Team are welcoming and supportive, which made a huge difference as I settled into my new role. They invested time in helping me develop the skills I needed to succeed both while on the path to qualification and now in my current role as a Legal Adviser.

"The IMA also offers many opportunities to connect with colleagues across the organisation, whether through collaborative work or social activities, contributing to a friendly and inclusive working environment.

"One of the standout aspects of working at the IMA is the strong encouragement to pursue personal and professional development. Whether the opportunities relate directly to legal work or the wider organisation, they have played a key role in helping me build confidence in this area of law. I've been able to apply my growing skills across a broad range of work, from litigation and legislation monitoring to supporting the organisation's internal corporate governance.

"To date, the IMA has provided me with a wealth of experience and I would encourage anyone with an interest in this area of law to consider applying."

Further information about the role and Legal team can be found by watching our [Trainee Solicitor video](#)



The IMA is an exciting place to work, and we are committed to helping you build a successful career.

Learn more in our [recruitment video](#). 

The IMA supports all staff to develop the skills and strengths you need to excel at your job and reach your full potential.

Our people are entitled to:

Pension

- A Civil Service Pension - Choose from a defined benefit pension scheme with a generous average employer contribution of 28.97% or a defined contribution arrangement
- [Find out what benefits a Civil Service Pension provides.](#)



Learning & Development

- Minimum of 10 days learning and development a year
- We offer any tailored learning and development required for you to thrive in this role and you will have support and guidance to progress your legal career



Annual Leave

- 25 days a year (increasing to 30 days after five years' service)
- One privilege holiday a year plus eight Public holidays
- Scheme to buy or sell leave

Work life balance

- Flexible working hours (flexi-time) – providing flexibility to vary working time and length of the working day within fixed limits and take time off in lieu

Family Friendly Policies

- Including career break, part-time working, job share, term time working, special leave
- Generous maternity, adoption and shared parental leave

Diversity and Inclusion

- We pride ourselves on being an employer of choice and our supportive culture
- We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging

Financial benefits

- Reward and Recognition Scheme
- Employee Benefits Platform offering discounts on a range of goods and services
- Interest-free loans for travel season tickets and bicycles

Other benefits

- Up to five days volunteering a year
- Access to occupational health
- Access to Employee Assistance Programme (EAP)
- Free sight test and flu vaccination
- Supportive workplace equality and other employee-run networks.

The IMA is an independent body that makes sure the rights of EU and EEA EFTA citizens and their family members living in the UK and Gibraltar are upheld following the departure of the UK from the EU.

The IMA has two broad duties as set out in Part 2 of the Withdrawal and Separation Agreements – to monitor and to promote.

- We monitor UK public bodies to make sure they adequately and effectively implement the rights provided for by the Citizens' Rights Agreements.
- We promote the adequate and effective implementation and application of the Agreements by holding public bodies to account where there is not full compliance

The IMA is an independent arms-length body of the Ministry of Justice.

Further information can be found at: <https://ima-citizensrights.org.uk/>

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging.



We ensure the rights of EU and EEA EFTA citizens, and their family members, are at the heart of UK public bodies' work.

Our values inform the way we work. Our values reflect:

- Our **independence** from government
- Our **willingness to listen** to people and public bodies
- Our **transparency** in the way we work
- Our ability to make **impartial** decisions
- Our **people centred approach** which places people at the heart of everything we do



Selection Process

The recruitment process uses [Success Profiles](#), to assess your demonstration of ability, behaviour, strengths, experience and technical profile.

We will assess you against these behaviours during the selection process:

- Making Effective Decisions (Lead behaviour)
- Working Together
- Communicating and Influencing
- Delivering at Pace

As part of the application process, you will be asked to complete a summary of your job history and previous skills and experience and personal statement. Further details around what this will entail are listed on the application form.

Your personal statement should demonstrate your suitability for the role in no more than **750 words**, highlighting the reason(s) you are interested in the role and how your experience makes you the best candidate with reference to the essential criteria, qualifications and behaviours for the role. Make sure to provide clear examples to show how you meet the requirements.



Selection Process

The selection process will include:

A sift of all complete applications: The information you give us in your application is important in deciding whether we will invite you to interview. Candidates will be assessed at sift on all essential criteria and behaviours in the person specification. In the event of a large number of applications, we may conduct an initial sift on the lead behaviour.

Interview: Candidates invited to a panel interview will be assessed on behaviours and strengths in relation to the person specification.

You may be asked to complete an assessment or prepare and deliver a presentation as part of the interview, details of which will be given to you in advance.

Feedback will only be provided if you attend an interview.



To make an application you are required to complete an application through our [recruitment portal](#).

You will be updated on your progress via the email address you register with. Please check your Junk Mail and Spam folders to make sure you don't miss any future correspondence.

Closing date for applications: 27 April 2026

Your application must be submitted before 23:55 on the closing date.

Interviews: 18, 19 June 2026

Interviews will be held in person at the Civic Centre, Oystermouth Road, Swansea, SA1 3SN. Interviews are usually conducted in English.

Please note: We will not normally reimburse travel costs for interviews.

If you require any reasonable adjustments to be able to attend or undertake an interview, please contact HR@ima-citizensrights.org.uk.