



Job Description

Job Title In-house Immigration Advisor / Solicitor

Reports to Director

Hours per Week 21 hours

Contract One year fixed-term contract, with possibility of extension, from September 2021

Salary £33,137 per annum FTE, pro rata £19,882 for 21hrs per wk

Pension Government Workplace NEST Pension Scheme

Responsible for One or two volunteers

Job Purpose

[Latin American House \(LAH\)](#) is an organisation led by and for Latin Americans in the UK. Our work is dedicated to support the needs of the Latin American community in London and beyond, particularly those most disadvantaged or at risk, for example those enduring living and working conditions in low paid jobs, facing barriers to social protection, elderly and without skills or knowledge of social support systems in the UK. The individuals and families using our services benefit from efficient and practical support, learn new skills and improve their own opportunities. We strive to provide essential tools to Latin Americans to empower themselves in their pursuit of personal and social change.

This position will be part of our [Legal and Social Advice Services Department](#), which currently employs a dedicated EUSS Applications Officer and a Welfare Advice Caseworker.

The purpose of the in-house immigration Advisor/solicitor is to support vulnerable and at-risk Latin Americans through the provision of specialist immigration advice (at the equivalent of OISC Level 2 and above) and casework.

The post holder will be qualified to provide the service; and will hold at least Level 2 (advice and assistance) Registration with the Office of the Immigration services Commissioner (OISC). Ideally we are looking for either an advisor already registered at Level 3 (OISC) and experienced in working at that level or a qualified solicitor.

Main accountabilities

1. To provide efficient and high quality assistance, advice, information and practical support in all relevant areas of immigration law, by:

- Providing information, advice and practical and efficient support on immigration matters, on an individual basis and in groups, i.e. webinars or workshops
- Assisting service users by telephone, letter, email, in person and providing accurate and clear signposting and internal or external referrals where appropriate.
- Working with colleagues to maintain and develop within LAH a holistic approach and commitment to best practice in working with vulnerable Latin Americans, community development, diversity and human rights.

2. To deliver against agreed targets and in accordance with funder agreement and LAH contract requirements, evidencing:

- The timely maintenance of accurate and detailed digital case and project records, and monitoring and evaluation in order to track progress and keep abreast of trends and needs.
- The impact of the work by submitting reports and case studies as required and in compliance with relevant quality marks and/or funder requirements, meeting deadlines and delegating tasks to volunteers as required and appropriate.
- The adherence to relevant procedures as outlined in LAHs policies, OISC and Advice Quality Standards (AQS) regulations.

3. To keep up to date with developments in the law and professional practice in your own field of specialisation, and generally to maintain and improve your personal knowledge, skills and competence, in accordance with LAH and OISC regulations, in regards to Continuing Professional Development by:

- Attending training, events, conferences, and other development opportunities in agreement with your line manager, keeping up to date at all times with changes in the law about immigration.
- Sharing relevant information internally within and beyond the team as relevant.
- Keep abreast of regulatory and statutory changes and obligations, and ensure the service is compliant at all times.
- Attending regular one-to-one sessions, file reviews, supervision and other meetings as required.

4. Other accountabilities:

- To provide excellent customer service

- To assist the Director and contribute to the overall running of the organisation and the fulfilment of LAH's overall aims and targets.
- To draft timely reports which may be required by funding or regulatory organisations.
- To participate in the process of planning and updating LAH strategic and operational plans.
- To represent LAH in relevant meetings and events, upholding and maintaining the organisation's reputation, ethos, values, aims and objectives.
- To attend regular one to one sessions, team, service and staff meetings and participate in any other meetings as necessary.
- To abide by Equal Opportunities, Health and Safety and Safeguarding guidelines and share responsibility for your own safety and wellbeing and that of colleagues.
- To empower our users so that they gain knowledge on their rights, status and options.
- To carry out any other duties appropriate to the post as requested by the management team to ensure effective delivery and development of the service and the organisation.
- Support the development of at least one volunteer
- It is expected that you will uphold the ethos and protect the name of LAH

Person Specification

Requirements

1. Skills

Essential

- Ability to handle complex cases with confidence, knowledge and enthusiasm
- Ability to manage their own workload from inception to completion
- Ability to develop relationships with other charities and organisations, and ensure proper referrals and signposting when necessary
- Ability to lead, manage and supervise
- Excellent communication and interpersonal skills, able to explain in simple terms some complex issues.

Desirable

- Highly desirable to be fluent in Spanish
- Knowledge of Portuguese language

2. Experience

Experience of casework including

- Immigration (All types of Entry Clearance Visas, Further Leave to Remain and ILR)
- Appeals (All types of Appeals at First Tier Tribunal and Upper Tribunal)
- Judicial Reviews
- Asylum(Pre-asylum interview, Interview attendance, Fresh Claims)
- Human Rights (Article 8 and 3 Applications and Long residence)
- Nationality law (Naturalisation applications)

3. Qualifications

Essential

- Educated to degree level in Law
- Either an immigration advisor registered with the OISC at least at Level 2, or a qualified solicitor with at least 3 years PQE in Immigration Law

Desirable

- Level 2 IAAS Accreditation

Other

- Keen on fulfilling and excelling targets
- Strong knowledge on EU Law (Residence Application, Family Permit, Settlement)
- Excellent customer service and communication skills

Other requirements or conditions of the role:

This post is subject to an enhanced DBS (Disclosure Barring Service) check except for SRA solicitors.

You may be requested to participate in occasional organisational activities on the weekends and/or outside your working days/hours.

This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.