



IMMIGRATION ADVISOR ADVERT SEPTEMBER 2021

We are looking for a committed Immigration Advisor to join the Latin American House. The position is part-time three days a week, initially for one year, with possibility of extension.

The Immigration Advisor will be responsible for providing specialist immigration legal advice and will be expected to be registered with the Office of Immigration Services Commission (OISC) or Solicitors Regulatory Authority and ideally provide advice at OISC Level 3 or equivalent. As a minimum, you will provide advice at OISC Level 2 or equivalent.

The successful candidate will be familiar with the immigration challenges and social issues affecting the Latin American communities in the UK. You will be efficient, proactive and supportive dealing with different immigration cases and queries. You will be committed to providing excellent customer service and support for our communities. You will maintain high quality standards, compliance with regulations as well as AQS and OISC requirements.

The post-holder will also be responsible for empowering at least one volunteer, and contribute to the overall well-being of our users and organisation. The ideal candidate will be fluent in English and Spanish (desirable) and have some fluency in Portuguese. S/he will have the following qualifications and experience:

- OISC Level 3 - or Level 2 at least, with a degree in law and at least two years work experience in a similar role, including familiarity with advice quality standards
- Experience in supporting BAME communities, understanding of the needs of vulnerable Londoners, and knowledge of immigration law and the regulatory issues that the service requires
- Passionate about Latin American communities, excellent customer service and willingness to develop and grow as a professional.

The deadline for applications is Thursday 7th October.

Interviews will be held on the 12th October.

Please find below a Job Description, an Application Form, and an Equal Opportunities Form. To apply, please read the guidelines and return the completed Application Form and Equal Opportunities Form to vacancies@casalatina.org.uk by Thursday 12th of August 5pm.

This position is funded by Trust for London's Pathways to Settlement programme.