



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

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

Pension Government Workplace NEST Pension Scheme - 5% employer contribution

Responsible for One volunteer

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 them in their pursuit of personal and social change.

This position will be part of our Legal and Social Advice Services Department, which currently has an EUSS Applications Officer and a Welfare Advice Caseworker.

The purpose of the job 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
- Assisting service users face to face and via telephone, email, letter, online, providing accurate advice, and signposting and internal or external referrals where appropriate.
- Working with colleagues to maintain and develop best practice and a whole person whole community approach.

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

- The timely maintenance of appropriate digital (we use AdvicePro) and paper case and project records, and monitoring and evaluation databases in order to track progress.
- 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 immigration advice, and generally to maintain and improve your knowledge, skills and competence 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.
- Undertaking file reviews as needed, supervision and other meetings as required.

4. Other accountabilities:

- To contribute to the overall running of the organisation and the fulfilment of LAH's overall aims and targets, supporting vulnerable Latin Americans, our community development and human rights.
- To produce reports for LAH and those 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 events, upholding and maintaining the organisation's reputation, ethos, values, aims and objectives.
- To attend one to one supervision sessions, team, service and staff meetings and participate in any other meetings as necessary.
- To abide by Health and Safety guidelines and share responsibility for your own safety and wellbeing and that of colleagues.

- To carry out any other duties appropriate to the post as requested by the senior management team to ensure the effective delivery and development of the service and the smooth running of the reception and organisation.

Person Specification

Requirements

1. Skills

Essential

- Ability to handle immigration cases with confidence, knowledge and enthusiasm
- Ability to manage own workload from inception to completion
- Willingness to develop relationships with other charities and organisations, and ensure appropriate referrals and signposting when necessary
- Ability to lead a project, and manage and supervise volunteers
- Good communication skills, able to explain complex issues in simple terms.

Desirable

- Fluent in Spanish

2. Experience

Experience of casework including

- Immigration (All types of Entry Clearance Visas, Further Leave to Remain and ILR)
- Appeals (All types 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.