

**RAMFEL Immigration Advisor (undocumented/NRFP cases + renewals applications on low fee paying project)  
OISC Level 2/3 or Solicitor with IAAS accreditation**

**We are looking for a full time advisor but we are willing to employ on a part time basis for the right candidate**

We will **only** consider applications with relevant legal experience. Qualifications needed are OISC level 2/3 **or** Solicitor with IAAS accreditation.

*We particularly welcome and encourage applications from Black, Asian and Minority Ethnic individuals, and those who are migrants or refugees, and who have lived experience of the impact of immigration policy and practice.*

**Salary and Benefits: £33,001** for OISC level 3/IAAS Level 2 solicitors, **£30,837** for OISC level 2 qualified candidates.

**Contract Duration:** Permanent

Pension scheme – Employer contribution 6%

Holiday entitlement: 28 days annual leave, childcare vouchers and cycle to work scheme available

**Location:** Hybrid working between working from home and Ramfel's offices in Stratford / Ilford

## **Overview**

The Refugee and Migrant Forum of Essex and London is an OISC level 3 registered charity, which provides advice to help people access justice. We are expanding our legal advice provision and looking for a new adviser to join our legal team. The role gives an opportunity to assist some of the most vulnerable people in our society. The focus of the role is on regularisation of vulnerable migrants/families based on their family and private life in the UK. There will also be work on other applications such as (but not limited to) EUSS applications and change of condition applications (3.5 days). The other focus of the role is on renewal applications for low-income families who are on the 10 years route to settlement (low fee-paying project, 1.5 days) as well as other applications on our fee paying project (registration as British, etc).

The role consists of supporting people who otherwise have no access to legal advice and support. There will be particular focus on working with people who are facing a lifetime crisis in the UK, providing legal work that will take them out of destitution and on a path towards integration.

## **Specific Responsibilities**

### **Case management**

- 1) Manage own caseload, working to advance the best interests of the client
- 2) Adhere to standards set out by IAAS/OISC and AQS to deliver high quality advice
- 3) Provide advice up to OISC level 2/3 or IAAS Level 2.
- 4) Engage with the legal services manager to create and follow a training plan to ensure compliance with OISC CPD, keeping up to date with changes in law, policy and guidance to ensure clients receive accurate and high quality advice

- 5) Undertake fee-paying work as part of our low cost service
- 6) Liaise directly with the UKVI/HOIE and related governmental agencies
- 7) Completion of forms, letters and immigration applications
- 8) Liaise with and refer clients to solicitors or other advisers, as appropriate
- 9) Manage client's expectations by discussing deadlines, outcomes and timing
- 10) Deliver legal advice outreach surgeries as and when required (none currently planned for this role)
- 11) Deliver immigration advice and representation to those in London and Essex trying to regularise their immigration status.

### **Service monitoring**

- 1) Ensure that any reporting and monitoring requirements agreed with funders are met in full
- 2) Maintain client files and records in line with file management procedures

### **General responsibilities**

- 1) Seek to continuously improve in order that the Charity delivers the best possible service to beneficiaries
- 2) Ensure that all of Ramfel's Policies and Procedures are adhered to at all times
- 3) Attend internal training and external training as and when required
- 4) Participate in regular supervisions and team meetings
- 5) Working with the Head of Campaigning to raise awareness in relation to the issues our client group face
- 6) Attend the office on a regular basis (hybrid working)
- 7) Act as a positive ambassador for the Charity at all times
- 8) Working with volunteers when necessary
- 9) Undertake any other duties that may be reasonably required

### **Flexibility**

The post holder is expected to be responsive to Ramfel's policies, priorities and the changing needs of the organisation and will be expected to adapt their workload as required.

### **Management**

This post will report to the undocumented/NRFP cases Manager.

### **Hours of work and leave**

The position is FULL TIME (37.5 hours we may be able to accept part time working hours for the right candidate. It is inevitable that in the nature of Ramfel's work the Immigration Advisor will occasionally exceed this. When more hours are worked, time may be taken off in lieu by arrangement with other members of the Team and with the appropriate member of management. Holiday entitlement is 28 days per annum plus bank holidays for full-time roles.

### **Person Specification**

#### **Education/qualifications**

- Ideally candidates must be Solicitors with IAAS Level 2 or OISC level 2/3 qualified or;

- OISC level 1 qualified and prepared to work under supervision at level 2 as well as to study to qualify for level 2 (training will be provided) within 6 months; or
- IAAS level 2 (non-solicitor) and prepared to work under OISC supervision as well as study to qualify under OISC level 1 and 2 within 6 months.

### **Experience/knowledge**

- Experience providing high quality advice and representation to clients
- A good understanding of law and policy as it relates to immigration and asylum
- Experience of professional, independent and impartial service delivery to the public
- Experience of maintaining a caseload of cases in line with OISC requirements in relation to the conduct of cases, file management and supervision
- Knowledge of and empathy with the backgrounds and experiences of asylum seekers and vulnerable migrants
- Experience of using client databases
- Experience of working with interpreters supporting clients with complex matters

### **Skills**

- Ability to manage a caseload autonomously, prioritise workload and meet deadlines
- Ability to keep client's file records in compliance with OISC standards
- Aptitude for grasping complex issues rapidly
- Ability to demonstrate good client facing skills
- Strong IT skills including Microsoft Office
- Communicates effectively at all levels, both verbally and written
- Supportive team player

### **Personal attributes**

- Commitment to the aims and objectives of Ramfel
- Has a positive, resilient, enthusiastic and pro-active approach
- Ability to demonstrate behaviour in keeping with Ramfel's core values of Teamwork, Respect, Integrity and Fairness
- Ability to keep professional boundaries

### **Desirable**

- Lived experience of the impact of immigration policy and practice.
- Fluency in other languages
- Experience supporting and developing volunteers

### **Deadline for application**

Deadline for application is Wednesday 15<sup>th</sup> June at midnight. Recruitment will take place on Monday 20<sup>th</sup> June and Thursday 23<sup>rd</sup> June 2022.

Interview consist of an interview, followed by a written exercise (45 min).

We will only be shortlisting candidates who have submitted a CV and a cover letter explaining why they are applying for the role.