



RAS Immigration Advisor

About us:

The Refugee and Migrant Forum of Essex and London (RAMFEL) is one of the largest immigration and asylum advice charities in the UK, supporting refugees, asylum seekers (RAS) and vulnerable migrants to access justice. An IAA level 3 accredited organisation, we represent clients at all stages of the immigration and asylum process, up to and including the Upper Tribunal of the Immigration and Asylum Chamber.

We also actively campaign for a fairer and more humane immigration system. RAMFEL caseworkers therefore have the opportunity to work on systemic and strategic challenges and support broader advocacy work.

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 UK immigration policy and/or of rough sleeping. This includes individuals with direct experience or experience gained through supporting family members with the challenges posed by immigration and asylum practices- those who have been or could have been clients of RAMFEL.

Purpose of the role:

The purpose of the role is to assist some of the most vulnerable people in our society who would otherwise have no access to legal advice and representation. The focus of the legal work is on refugee family reunion cases (both inside and outside of the rules) as well as other immigration applications for refugees and their family members. However, the immigration advisor will also work on any other immigration application as relevant to our client group.

Relationships: This post will report to the RAS Casework Manager

Contract duration: Permanent contract

Hours of work: The role is primarily a full-time position, requiring 37.5 hours per week. However, for the right candidate, we may consider accommodating part-time working hours. Given the nature of RAMFEL's work, there may be instances where the Supervisor will need to exceed the standard hours. In such cases, compensatory time off can be arranged with the line manager

Salary and Benefits:

£34,321 for IAA level 3 / IAAS senior caseworkers and Solicitors

£32,070 for IAA level 2 and

£28,695 for IAA level 1 / IAAS casework assistant

Solicitors with less than 1-year immigration experience will be paid at IAA level 1.

28 days annual leave plus statutory holidays and 6% pension contribution.

Other benefits:

We encourage our staff to obtain higher levels of accreditation, offering comprehensive training and support to enable them to empower their professional growth and career development.

Cycle to work scheme, tech scheme, and employee assistance program.

Place of work: The normal place of work will be at the People's Place 80-92 High Street, Stratford E15 2NE and occasionally the Ilford office. Advisors may also need to attend outreach sessions at the offices of our partner organisations across London. As part of a hybrid working scheme, we are currently requesting employees to be physically present

Specific Responsibilities**Case management**

1. Manage own caseload, working to advance the best interests of the client
2. Adhere to standards set out by our regulators to deliver high quality advice
3. Engage with the casework services manager to create and follow a training plan to ensure compliance with IAA/IAAS CPD, keeping up to date with changes in law, policy and guidance to ensure clients receive accurate and high quality advice
4. Liaise directly with the UKVI/HOIE and related governmental agencies
5. Complete application forms, following relevant immigration processes
6. Draft detailed and competent submissions
7. Conduct Appeal work without relying on legal aid funding
8. Liaise with and refer clients to legal aid solicitors or other advisers, as appropriate
9. Manage client expectations by discussing deadlines, outcomes and timing
10. Deliver legal advice outreach surgeries as and when required (none currently planned for this role)

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. Collaborate with advocacy and campaigning team to advance clients' cases as well as the strategic objectives of the Charity
2. Seek to continuously improve in order that the Charity delivers the best possible service to beneficiaries
3. Ensure that all of Ramfel's Policies and Procedures are adhered to at all times
4. Attend internal and external training as and when required
5. Participate in regular supervisions and team meetings
6. Act as a positive ambassador for the Charity at all times
7. Undertake any other duties that may be reasonably required

Application process

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

Deadline for application

The closing date for applications is Monday, 21st April 2025. Applications received after this date will be unlikely to be considered.

Interviews: Shortlisted candidates will be interviewed via MS Teams during the week of 28th April 2025. The interview consists of an interview, preceded by a written exercise (1 hour).