

## Immigration Advisor - Job Description

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| <b>Job Title:</b>          | Immigration Advisor  |
| <b>Hours:</b>              | 21 - 35 hours/week   |
| <b>Salary:</b>             | £30,000 - £36,000 (pro-rata) depending on qualifications +<br>6% pension |
| <b>Length of contract:</b> | Permanent  |
| <b>Responsible to:</b>     | Immigration Supervisor/ Immigration Manager                              |
| <b>Location:</b>           | LRMN office in Lewisham and outreach locations                           |
| <b>Special conditions:</b> | Occasional evening and weekend work                                      |

### Main Responsibilities:

1. To provide advice and casework at OISC Level 1/2/3 on immigration, nationality and asylum law.
2. To provide supervision to Immigration Volunteers

#### 1. Specific responsibilities

1. To provide advice and casework at OISC Level 1/2/3 on immigration, nationality and asylum law.
  - 1.1 Manage a complex caseload across the field of immigration, nationality and asylum law.
  - 1.2 Adhere to casework procedures as outlined in LRMN's policies, the OISC and / or Solicitors Regulations Authority (SRA) standards and the Advice Quality Standards (AQS).
  - 1.3 Interview and advise clients regarding immigration and asylum law procedure, and practice in a sensitive and professional manner.
  - 1.4 Maintain Continuing Professional Development (CPD) in line with OISC registration or similar professional body, e.g SRA

- 1.5 Keep up to date at all times with changes in the law by reading and attending training events relating to asylum and immigration.
- 1.6 To maintain accurate and detailed case records of clients for the purpose of continuity of casework, information retrieval and statistical monitoring, using Advice Pro as appropriate and as required by management.
- 1.7 Advocate on behalf of clients by telephone, letter and email with appropriate agencies.
- 1.8 Produce reports to meet funder's and LRMN requirements.
- 1.9 Work closely with the Immigration Manager and/or external evaluator in gathering data and information to produce accurate monitoring and evaluation reports.
- 1.10 To assist the LRMN in liaising with its partners, funders and to provide statistical information and updates as required.
- 1.11 Work closely with the Immigration Manager in reviewing files and ensure that corrective actions are undertaken.

## **2. To provide supervision to Immigration volunteers**

- 2.1 Provide regular supervision to Immigration volunteers
- 2.2 Allocate immigration tasks appropriate to their knowledge and skills.
- 2.3 Keep records of supervision

## **3. Other duties**

- 3.1 To participate in LRMN staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
- 3.2 To develop partnerships and attend external meetings relevant to the work of information and advice in general and immigration in particular.
- 3.3 To attend supervision and appraisal meetings and other relevant activities.
- 3.4 To be administratively self-servicing.

- 3.5 To participate in LRMN staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
- 3.6 Work flexibly as agreed to meet the demands of the service – this may involve weekend and outreach work.
- 3.7 Maintain confidentiality in all matters relating to the work of the organisation.
- 3.8 Comply with LRMN's policies and procedures.
- 3.9 Positively promote LRMN and its work.
- 3.10 Undertake any other work as may be reasonably requested.