

Person Specification - Immigration Advisor

The person specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview processes for this post. Candidates are encouraged to answer the essential list below to the best of their ability.

Essential Requirements:

1. Educated to a degree level or equivalent.
2. Fully accredited and registered at OISC Level 2 or 3 (or equivalent).
3. Experience of immigration and asylum legal advice and representation.
4. Experience of working to strict deadlines and managing a heavy caseload.
5. Experience of assisting clients with Human Rights claims specially Article 8.
6. Experience of assisting clients who have been trafficked, survived domestic abuse and other related matters.
7. Knowledge and understanding of the voluntary sector.
8. Understanding of issues around violence against women and girls.
9. Understanding of some of the key recent and upcoming changes on immigration and other relevant legislations and the effects of these on our clients.
10. Ability to work under pressure, to prioritise and meet deadlines.
11. Excellent communication skills, both oral and written
12. Professional written advocacy skills within a legal environment.
13. Excellent record keeping both paper based and electronically.
14. Proven interpersonal skills
15. Ability to work effectively with a range of stakeholders to improve service provision.

16. Ability to manage workload, work on own initiative and undertake peer reviews.
17. An understanding and sensitivity to other cultures and issues raised by Immigration/Asylum matters.
18. Ability and willingness to travel to conduct outreach.
19. Ability to use IT effectively.

Desirable:

1. Experience of using Advice Pro or other case management system
2. Knowledge/ experience of working in the Not for Profit Sector.
3. Experience of oral advocacy.