

# **JOB DESCRIPTION**

JOB TITLE: Immigration Advisor

RESPONSIBLE TO: Advice Manager

HOURS: Part-time 21 hours per week (inc. Monday and Thursday)

STATUS: Fixed term contract for 6 months with possible extension

SALARY: £28,221 pro rata

LOCATION: Balham and Streatham

The OISC Level 2/1qualified immigration advisor will be responsible for the delivery of immigration advice at our two weekly Drop In sessions. Working alongside our Advice Manager and team of advice volunteers, the Immigration advisor will provide specialist advice in order to support clients to positively progress with their lives through the provision of casework and advice.

The ideal candidate will have an in-depth knowledge of the issues faced by refugees, asylum seekers and migrants who are at-risk and a good understanding of the challenges faced by these groups, including destitution and inability to access services due to No Recourse to Public Fund status.

**Specific Responsibilities**  
Provide appropriate immigration advice, working to advance the best interests of the client  
Adhere to standards set out by OISC and AQS to deliver high quality advice  
Provide advice up to OISC level 2/1  
Complete forms, letters and applications  
Liaise with and refer clients to solicitors or other advisers, as appropriate  
Manage client expectations by discussing deadlines and timing.

Provide support to Drop In advice volunteers.

**PERSON SPECIFICATION**

**Experience/knowledge:**  
- Experience of providing high quality advice to clients  
- A good understanding of law and policy as it relates to immigration and asylum

- Knowledge of the welfare and support entitlements of asylum seekers in the UK  
- Experience of professional, independent and impartial service delivery to the public  
- Experience of maintaining records in line with OISC and AQS requirements in

- Knowledge of and empathy with the backgrounds and experiences of asylum seekers and  
vulnerable migrants  
- Experience of using databases to record work

**Skills**  
- Ability to demonstrate good client facing skills  
- Strong IT skills   
- Effective communication at all levels, both verbally and written  
- Supportive team player

**Personal attributes**  
- Commitment to the aims and objectives of SLRA  
- A positive, resilient, enthusiastic and pro-active approach  
  
**Desirable**  
- Fluency in other languages  
- Experience supporting volunteers

- Experience of working with interpreters supporting clients