

## Homelessness Immigration Project Link Caseworker - West London Airport

**£30,000 per annum - Full Time**

### NKLCs Background

North Kensington Law Centre – NKLC, opened its doors in 1970 as the first Law Centre in the country, pioneering a community-based legal service which promotes rights and equality of opportunity. We have recently celebrated our 50<sup>th</sup> year serving the communities of North Kensington and beyond and have established a history and tradition of fighting for justice on behalf of people from disadvantaged and vulnerable communities.

Our current areas of work are in crime, employment, housing, immigration, and welfare benefits. In immigration, we have an LAA contract and undertake some privately funded work for matters which are out of scope for Legal Aid.

### The Role

As part of our West London Homelessness Project with the London Councils, the main function of this role is to provide immigration advice and representation to non – UK people sleeping rough or destitute in the Northwest London sub - region. NKLC as lead project holders has partnered with Ealing Law Centre - ELC, and we will be working with supporting organisations including local authorities and homelessness organisation within our region.

As part of the project, we are committed to supporting non – UK rough sleepers in or around London Heathrow Airport. To that end, the postholder will engage effectively with referral organisations and travel to outreach locations as required.

### **Overall purpose of the post**

- Provide high quality advice and casework under the Homelessness Project in all categories of immigration, asylum, nationality law
- To regularly travel to and from NKLC offices to outreach posts ie. Heathrow Airport
- Work with vulnerable individuals who are destitute in a respectful and sympathetic manner
- To support the Law Centre in generating further income through our LAA contract, and other funding streams.
- Work towards a weekly referral target and comply with all the requirements of the project.

## **Role and Responsibilities**

The post holder will:

- Manage a complex caseload and take on cases which break new ground.
- Undertake outreach work at various sites within our sub-region
- Work closely with project co-ordinator and other team members including ELC.
- Post holder will be familiar with *sections 95 and 4 Immigration and Asylum Act 1999* and *Schedule 10, paragraph 9 Immigration Act 2016* accommodation process and facilitate casework as required
- Provide high quality advice, assistance and representation at all levels and up to First Tier Tribunal.
- Contribute to New Matter Start take up to meet the Law Centre's contract with the Legal Aid Agency (LAA).
- Ensure files are LAA, LexCel and OISC compliant at all times.
- In addition to the tasks and duties listed in this job description to undertake such duties as may be identified and which are generally compatible with the functions of the post other related casework.

## **Other responsibilities include**

- Carrying out duties to reflect and implement the equal opportunities objectives and policies of North Kensington Law Centre.
- Working flexibly, in a co-operative way with others and undertaking any other necessary and appropriate tasks.
- To participate fully in Unit and staff meetings.
- Being self-servicing and able to use ICT programmes.
- To observe the Law Centre's Confidentiality Policy at all times.
- To maintain Professional Development as required by LAA and OISC
- To attend courses on new legislation, specialist skills and the use of IT
- To maintain an up-to-date knowledge of relevant changes in law and policy
- To undertake such training as is necessary as to attain or maintain the standards required by the Law Centre
- To coordinate activities, procedures, and systems to promote common policies and practices.

## **Social Policy**

To be alert at all times to social policy implications of issues presented by clients.

To take appropriate action to influence social policy about these issues.

## **Accountability**

Accountable to the Immigration Supervisor

## **Person Specification**

To be considered for this role, you must have:

1. Immigration & Asylum Accreditation (IAAS), Level 2 Senior Caseworker
2. OISC, Level 2 or 3

### 3. An Enhanced DBS certificate issued within the last 12 months

#### Experience:

- A proven track record of offering high quality advice and representation in asylum, immigration and nationality law
- At least two years' experience of immigration casework in a similar setting.
- A proven track record of offering high quality advice and representation in LAA and private funded immigration matters
- Experience of working within an LAA contract and a clear understanding of billing requirements.
- An ability to raise income by use of LAA funding of cases and cost claims.
- A general understanding of the Windrush Compensation policy
- A commitment to deliver face-to-face advice services to vulnerable and disadvantaged clients.
- Experience of liaising and negotiating with statutory and voluntary organisations.
- Sympathy, sensitivity, and understanding towards immediate issues facing the local community.
- Ability to explain the law clearly and simply.
- Excellent IT skills, including experience of a legal case management system.
- Experience of informing and training colleagues and local organisations on immigration legislation and any changes in the law.

#### Skills and competencies

- Accuracy and attention to detail
- Experience of working under pressure and be capable of meeting deadlines.
- Good organisation skills
- Ability to stay calm and composed in demanding situations.
- Ability to take clear instructions and follow through.
- Good communication skills and personal presentation

#### Key Attributes

- Ability to manage caseload.
- A clear understanding of in-scope LAA casework and billing methods within the contract
- Understanding of and commitment to the role of law centres within a local community
- Understanding of issues affecting minority groups in terms of immigration needs.
- Awareness of and commitment to equality and diversity policies.
- Patience and empathy when working with vulnerable clients.
- Flexible approach to carrying out duties outside of job description when required.
- A willingness to travel and work outside normal working hours as required

#### **Equal Opportunities:**

The Law Centre is an equal opportunities organisation. We recognise that widespread discrimination exists in society towards individuals and groups both directly and indirectly. All employees are expected to adhere to and promote the Law Centre's Equal Opportunities Policy.

### **Specific Details:**

The vacancy is full time and on a fixed term basis for the duration of the project although there may be scope for the post to become permanent.

Outreach travel for this post is essential and there may be flexibility with remote working. This post is full time – 35 hours per week, primarily working from our offices in W11. The post holder will be required to work 5 days per week during the core hours of 10-5pm.

The role requires an enhanced DBS clearance within 4 weeks of commencing employment and the post will remain dependent on the outcome. Candidates are required to make a full disclosure of previous or pending civil and criminal matters against them and of any other suitability matters relating to the role. These must be highlighted at the end of their personal statement

### **Vacancy Details:**

To apply for the post, please email your CV with a detailed statement of no more than 1000 words to [cassim@nklc.org.uk](mailto:cassim@nklc.org.uk) demonstrating how you meet the Person Specification Criteria and Specific Details section. You must cover all three sections of the Specification in the same order.

Closing date for applications will be **5pm on 15<sup>th</sup> August 2022**. Applications received after this deadline will not be considered. Shortlisted candidates to the interview stage will be notified by **4pm on 17<sup>th</sup> August 2022**. If you have not been contacted by this date, please assume your application was unsuccessful.

Interviews will be conducted in-person at our office in W11. These will be held on **23<sup>rd</sup> and 25<sup>th</sup> August 2022**. The successful candidate will be contacted by telephone on **26<sup>th</sup> August 2022 by 5pm**. If you have any disabilities and require special arrangements for the interview process, please highlight this at the end of your statement.