

JOB DESCRIPTION AND PERSON SPECIFICATION

Immigration Advice Caseworker

Reporting to:	Director
Location:	54-56 Castle Street, Dover, CT16 1PJ
Travel:	Primarily local, occasional national travel
Hours:	22.5 hours (0.6 FTE) 3 days/week
Job status:	Permanent, subject to funding
Holiday:	25 days + statutory holidays
Salary range:	NJC Salary Scale Points 18-22: £29,269 - £31,364

Samphire Vision: A society which is inclusive and compassionate towards migrants

About Samphire

Samphire is a registered charity (No. 1106667) that works to create a society which is inclusive and compassionate towards migrants. Samphire is committed to equality, human rights and promoting the benefit of lived experience expertise.

Samphire's work includes:

- Advice and support to people who have been released from immigration detention
- Pro-bono immigration legal advice and representation to local communities in South East Kent (OISC Levels 1 and 2)
- Community Engagement with the diverse communities of Kent including work on Roma and Refugee Inclusion and running Dover's annual multicultural festival
- Welfare advice, support and on-site well-being sessions for people housed at Napier Barracks

Samphire is committed to equality and are keen to receive applications from people with experience of immigration, particularly those with experience of detention. If you are a person with disabilities please contact us about your reasonable adjustments' requirements.

Job Description

Immigration advice caseworker will support Samphire's Legal and Migrant Support manager (OISC level 2 accredited) with administrative and research tasks related to their casework, Legal project implementation and administration. If/once qualified, the role holder also provides Immigration advice to Legal Project's beneficiaries at OISC level 1 (Family visas, EUSS, nationality and citizenship, etc.) via immigration advice surgeries at Samphire's offices and our partners' premises. The role holder will work collaboratively with Legal and Migrant Support Manager to make sure that Legal Project runs smoothly and achieves its outcomes.

Primary Duties and responsibilities

- Assist Legal project manager in various administrative tasks such as drafting client care and client closure letters;
- Conduct case-related legal research;
- Assisting in drafting advice letters;
- Providing good immigration advice and casework under OISC framework (Asylum and Protection & Immigration, Level 1);
- Attending immigration advice surgeries at Samphire offices and Dover & Thanet Citizens Advice bureaux;
- Keeping up-to-date on changes and developments in immigration law and the rules, asylum process and asylum support;
- Liaising with the Home Office and other stakeholders, chasing up delays and evidence needed for clients' immigration applications;
- Assisting the project manager in ensuring that Samphire keeps up to date with the OISC regulatory requirements;
- Representing Samphire in regional and national meetings with stakeholders, developing relationships for further expansion of the Legal project;
- Recording data and client interactions on the Client management system and collating statistics relevant to the project, providing the Project manager and charity's Director with data necessary for reporting and funding applications, providing reports to funders and the Board of Trustees;
- Working at all times collaboratively with the rest of the Samphire team;
- Undertaking such duties and responsibilities appropriate to this post, not specifically mentioned in this Job Description, as allocated by the Project Manager and Director.

Qualifications and Qualities

Essential

- OISC Level 1 qualification (Immigration & Asylum and Protection, or just Immigration) or ability to gain the qualification within the first 6 months of employment.
- Undergraduate degree in law or similar subject or at least two-year experience in a relevant role, paid or voluntary
- High level of computer literacy including MS Office, database/CRM record keeping.
- Excellent online investigative skills in order to research case law, country information, etc.
- A high standard of written and spoken English.
- Good problem-solving and analytical skills.
- Ability to communicate clearly and effectively, orally and in writing, including the ability to explain complex specialist information in an understandable manner to those whose first language is not English.
- Ability to think creatively, and adopt a holistic approach when addressing complex issues.
- Ability to organise and prioritise a workload.
- Commitment to protecting migrants' rights.
- Having an interest in human rights issues.
- Ability to work flexibly including occasionally outside normal office hours.
- Commitment to the principles of equal opportunities.
- Understanding of and commitment to confidentiality and GDPR compliance.
- Understanding of and commitment to safeguarding.
- Cultural sensitivity and awareness.

Desirable

- Experience of immigration, race equality or human rights settings.
- Experience of working in a multicultural environment
- Knowledge of a second language and experience of immigration system is highly desirable
- Experience of providing immigration advice and undertaking legal casework on immigration matters for people with a range of immigration issues.
- Awareness of issues with people with NRPf condition, benefit entitlements and community care support for people with various immigration statuses
- Previous experience of working or volunteering in the charity sector

Working Conditions

- Employer: the post holder is employed by Samphire's Management Committee.
- Hours of work: 22.5 hours per week; either over three or four days (with availability on Tuesdays and Thursdays required) – depending on agreement between Legal Manager, Director and the post holder.
- Probationary period: the appointment is subject to a minimum 6 months probationary period, subject to successfully passing OISC level 1 exam (Immigration & Asylum and Protection) and gaining the qualification (if not yet possessed) by the end of probationary period.
- The role is primarily based in Dover with some local travel required. A Disclosure and Barring certificate (DBS) will be required.
- The successful applicant may be expected to work flexibly in the best interests of the organisation, with occasional evening, weekend, and overtime hours to accommodate activities such as Committee meetings and representing the organisation at public events.

Please send your CV and a covering letter that addresses all points at Person Specification and outlines why you are suited to the role, and passionate working towards creating the society which is inclusive and compassionate towards migrants, to recruitment@SamphireProject.org.uk (subject line: OISC Level 1 Caseworker).

The job application will remain open until the 15th of April 2024, but applications will be reviewed on a rolling basis. The application may close early if a suitable candidate is found before the above-mentioned date, so please apply early.

For further questions, please contact Indre Lechtimiakyte on indre@SamphireProject.org.uk or 01304 242755.

Please note that Samphire is not in a position to provide Skilled work visa sponsorship, so applicants must have the right to work in the UK.

This post is currently funded from the National Lottery Reaching Communities Fund



Samphire is committed to operating as an equal opportunities organisation. We welcome applications from refugees and in particular from former detainees to reflect the composition of our service user group.