



## Job description

<b>Post:</b>	<b>Access to Justice Worker</b>
<b>Accountable to:</b>	Director of Operations
<b>Salary:</b>	NJC Scale 19 to 21 plus LW. Starting at point 19 i.e. £29,050 pa
<b>Hours:</b>	35 hours per week

Hackney Migrant Centre (HMC) is a busy weekly drop-in service based in Hackney, providing a range of services to migrants around immigration, housing, health and poverty relief.

This is a new post, created in response to the expansion of HMC's casework. Please note that while this post involves working on the legal aspect of immigration cases it does not require a legal qualification.

### Aims of post

- To provide casework support to people who have had initial immigration advice provided at HMC's weekly advice session.
- To supervise the work of the volunteer Access to Justice Team, which works to obtain Exceptional Case Funding and to find legal representation for people who require it.
- To work with the housing and destitution caseworkers at HMC to provide support on immigration and other issues.

### MAIN DUTIES

#### 1. Advice and casework

- Provide information and follow up advocacy and casework for migrant visitors to Hackney Migrant Centre who have received initial immigration advice.
- Supervise the work of the Access to Justice Team to find legal representation for our migrant visitors, including inducting volunteers.
- Draft and submit Exceptional Case Funding applications and supervise the Access to Justice Team's ECF work.
- Work with caseworkers at HMC and advisers at partner organisations to provide support on a wide range of immigration and destitution issues.
- Keep up to date with immigration legislation, including attending relevant training sessions.
- Contribute to the monitoring of casework and the issues faced by the project's service users.
- Assist relevant policy/strategic legal work carried out by HMC and other organisations.
- Contribute to reports which illustrate the issues faced by people who receive support on

immigration matters from HMC.

- Develop links and partnerships with other organisations to enable effective casework.

## **2. Additional responsibilities**

- Administrative tasks relevant to the post.
- Providing cover for the work of the other members of the team during absences.

## **OTHER DUTIES**

The post holder will be expected

- To implement sensitively HMC's policies and procedures, especially with regards to confidentiality and equal opportunities
- To work collaboratively with other HMC staff, volunteers and professional advisors
- To participate actively in staff meetings, and other meetings as may reasonably be required
- To attend HMC Trustees' meetings as required
- To support HMC's fundamental aim of providing a safe and caring environment for our visitors.
- To work in line with the ethos of HMC.

# Person specification

**E = Essential**  
**D = Desirable**

<p><b>Experience</b></p>	<p><b>E</b> - Experience of providing casework support to migrants, refugees and asylum seekers, particularly on issues relating to leave to remain in the UK.</p> <p><b>E</b> - Experience supervising the work of volunteers.</p> <p><b>E</b> - Proven ability to work in a team in an environment which can be stressful and highly pressured.</p> <p><b>D</b> - Experience of making Exceptional Case Funding applications.</p> <p><b>D</b> - Experience of maintaining effective working relationships with a wide range of agencies.</p> <p><b>D</b> - Experience of recording outcomes to report to funders.</p>
<p><b>Knowledge/ Skills</b></p>	<p><b>E</b> - Working knowledge of UK immigration legislation affecting refugees and migrants.</p> <p><b>E</b> - Knowledge of refugee, migrant, homelessness and other relevant organisations.</p> <p><b>E</b> - IT literate. Experience of using email and databases.</p> <p><b>D</b> - Knowledge of housing, asylum support provision and community care support for migrants.</p>
<p><b>Personal</b></p>	<p><b>E</b> - Excellent spoken and written English and the ability to analyse complex written information and communicate it effectively.</p> <p><b>E</b> - Ability to relate well and communicate clearly and respectfully with a diverse group of people.</p> <p><b>E</b> - Commitment to working with migrants and refugees.</p> <p><b>E</b> - Commitment to the principles of equal opportunities.</p> <p><b>E</b> - Commitment to ongoing training and keeping up to date with legislative developments which will have an impact on migrants.</p> <p><b>E</b> - Ability on occasion to work outside of normal office hours (e.g. evening meetings).</p>