

## PERSON SPECIFICATION – IMMIGRATION ADVISOR

Items marked **E** are essential and **D** are desirable

<b><u>Education/ Training</u></b>	<b>E</b> - Accredited to OISC Level 3 / solicitor / Level 2 IAAS
<b><u>Experience</u></b>	<p><b>E</b> - At least 2 years practicing at OISC Level 3 or equivalent level</p> <p><b>E</b> - Experience of providing immigration advice and undertaking legal casework on immigration matters for people with a range of often complex immigration issues, including but not limited to people with no immigration status, Refugees, people seeking asylum and people with Limited Leave to Remain</p> <p><b>E</b>- Experience of providing immigration advice and legal representation for people experiencing destitution and people with mental and physical health vulnerabilities</p> <p><b>D</b> - Experience of working with volunteers</p> <p><b>D</b> – Experience of providing immigration training to legal and non-legal practitioners</p> <p><b>D</b> - Experience of using and managing effective systems for recording and reporting casework outputs and outcomes</p>
<b><u>Knowledge</u></b>	<p><b>E</b> – Knowledge of immigration, asylum and nationality law, and their application in practice at the standard of OISC L3</p> <p><b>E</b> – Awareness of UK immigration processes and UK government policy in relation to immigration and asylum issues</p> <p><b>D</b> - Awareness of housing and benefit entitlements, asylum support provision and community care support for people with precarious immigration status</p> <p><b>D</b> - Understanding of the issues affecting destitute migrants in the UK</p>
<b><u>Qualities</u></b>	<p><b>E</b> – Demonstrable commitment to migrants’ rights and an approach to working that fosters solidarity, empowerment and anti-racism</p> <p><b>E</b> – Passion in working collaboratively with staff and external advisors to examine difficult immigration cases and identify options and potential solutions</p> <p><b>E</b> - Demonstrable commitment to the principles of equal opportunities</p>
<b><u>Skills and abilities</u></b>	<p><b>E</b> – Ability to communicate clearly and effectively, orally and in writing, including communicating with those whose first language is not English</p> <p><b>E</b> – Ability to work with people facing issues related to their immigration status and experience of destitution, including possible exploitation and trauma, with cultural sensitivity and awareness</p> <p><b>E</b> - Ability to work independently and take responsibility for delivering and reporting on set targets</p> <p><b>E</b> - Ability to think creatively, and adopt proactive and holistic responses to address complex issues</p> <p><b>E</b> - IT literate. Experience of using standard office applications and databases</p> <p><b>E</b> - Ability to work in a diplomatic, efficient and professional manner both verbally and in writing, ensuring accuracy of information given and received and client understanding</p> <p><b>E</b> - Excellent administrative and organisational skills to operate administrative and record-keeping systems</p>

All disabled candidates who meet the minimum criteria, marked **E**, will be short-listed for interview. Please indicate in your cover letter that you would like to be considered under this scheme.