

## Windrush Caseworker/ Public Law Solicitor £33,660 per annum - Full Time

### NKLCs Background

North Kensington Law Centre 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 main function of this role is overseeing our Windrush Justice Clinic (3 days per week) and conducting general immigration casework (remainder two days per week)

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

- To increase the capacity of the North Kensington Law Centre to offer high quality advice to Windrush victims in and around North Kensington.
- To work collaboratively with our partners within the Windrush Justice Clinic
- Work alongside the Centres immigration projects and outreach services
- To support the Law Centre in generating further income through LAA contracts, private funding and alternative funding streams.
- To partake in advice and casework in all other immigration categories (PBS knowledge is desirable)

### Role and Responsibilities

The post holder will:

- Provide advice, assistance, and representation to potential victims of the Windrush Tragedy from inception of claims to reviews before the Home Office and Independent Adjudicator where appropriate.
- Manage complex Windrush cases and take on cases which break new ground.
- Undertake outreach, community education and social policy-related work to raise awareness of the documentation / Compensation Scheme.
- Work to target hours and objectives.
- Provide advice, assistance and representation to clients in immigration law at all levels – including First Tier and Upper Tribunal.

- Contribute to New Matter Start take up to meet the Law Centre's contract with the LAA.
- Ensure files are LAA, LexCel and OISC compliant at all times.
- Manage complex cases and take on cases which break new ground.
- 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 in other immigration 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 in Unit and staff meetings.
- Being self-servicing and able to use ICT programmes.
- To observe the Law Centre's Confidentiality Policy always.
- Professional Development
- 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 or higher
2. OISC, Level 2 caseworker or higher
3. An Enhanced DBS certificate issued within the last 12 months

Experience:

- A clear understanding of the Windrush Compensation Scheme and policy's in support
- A proven track record of offering high quality advice and representation in immigration / nationality law
- At least two years' experience of immigration and public law 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 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 need.
- 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.

#### **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 permanent based on working from our offices in W11. Some remote working is required in order to comply with our '*work bubble*' policy post Covid – 19 pandemic. This post is full time – 35 hours per week. The post holder will normally 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 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 **22<sup>nd</sup> December 2021**. Applications received after this deadline will not be considered. Shortlisted candidates to the interview stage will be notified by **4pm on 10<sup>th</sup> January 2022**. If you have not been contacted by this date, please assume your application was unsuccessful.

Interviews (via Zoom/ in person TBC) will be held on **18<sup>th</sup> and 20<sup>th</sup> January 2022**. The successful candidate will be contacted by telephone on **21<sup>st</sup> January 2022 by 5pm**. If you have a disability and require special arrangements for the interview process, please indicate at the end of your statement.