



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. In 2020, we celebrated our 50th 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. Recently, we became part of the West London Homelessness Project with London Councils.

Our current areas of work are employment, housing, immigration, and welfare benefits. For immigration, we are registered with the OISC and we have a Legal Aid Agency (LAA) contract. We also undertake privately funded work for matters which are out of scope for Legal Aid.

The Role

As part of our West London Homelessness Project with 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 North West London sub-region. As lead project holders, NKLC has partnered with Ealing Law Centre - ELC, and we will be working with supporting organisations including local authorities and homelessness organisations within our sub-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;
- Travel regularly to and from NKLC offices to outreach posts ie. Heathrow Airport;
- Work with vulnerable individuals who are destitute in a respectful and empathetic manner;

- Support the NKLC 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 coordinator 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 NKLC's contract with the 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 and other related casework.

Other responsibilities include:

- Carry out duties to reflect and implement the equal opportunities objectives and policies of NKLC;
- Work flexibly, in a cooperative way with others and undertake any other necessary and appropriate tasks;
- Participate fully in team and staff meetings;
- Be self-servicing and able to use ICT programmes;
- Observe the NKLC's Confidentiality Policy at all times;
- Maintain Professional Development as required by LAA and OISC;
- Attend courses on new legislation, specialist skills and the use of IT;
- Maintain up-to-date knowledge of relevant changes in law and policy;
- Undertake such training as is necessary as to attain or maintain the standards required by NKLC;
- Coordinate activities, procedures, and systems to promote common policies and practices.

Social Policy

To be alert at all times to the social policy implications of matters presented by clients, and to take appropriate action to influence social policy on these matters.

Accountability

Accountable to the Immigration Supervisor.

Person Specification

To be considered for this role, you must have:

- Immigration & Asylum Accreditation (IAAS), Level 1/ 2 Senior Caseworker is desirable
- OISC, Level 1 and desirable Level 2
- 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;
- Empathy, 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 capable of meeting deadlines;
- Good organisation skills;
- Ability to stay calm and composed in demanding situations;
- Ability to work as part of a team, triage and delegate enquiries and take on work delegated by peers;
- 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:

NKLC 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 NKLC's Equal Opportunities Policy.

Specific Details:

The post is full time – 35 hours per week, primarily working from our offices in North Kensington – on a fixed term basis for the duration of 17 months, with scope for the post to become permanent. Outreach travel for this post is essential and there may be flexibility with hybrid working arrangements.

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 the candidate's personal statement. Candidates must have the right to work in the UK without sponsorship.

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 demonstrating how you meet the Person Specification Criteria and Specific Details section. You must cover all sections of the Specification in the same order.

Closing date for applications:

Applications will be reviewed, and interviews offered on a rolling basis until the position is filled. Shortlisted candidates will be initially contacted by email. If you have not received a response within 7 days of submission, please assume your application was unsuccessful.

If you have any disabilities and require special arrangements for the interview process, please highlight this at the end of your statement.