** Job Description**

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| **Job Title:** | **Specialist Support Practitioner (Immigration Law) -Secondment Accepted**  **(FT & PT)** |
| **Reporting to:** | **EUSS/Immigration Services Manager** |
| **Working Hours:** | **35 hours per week** |
| **Salary** | **£28,226 - £31,895 per annum plus pension** |
| **Type / Duration:** | **Fixed term – one year with likely extension** |
| **Special Circumstances:** | * Ability to be flexible and adaptable - additional hours may be necessary to meet the demands of the post (including on occasion evenings and weekends) as appropriate and/or travel within the UK (or ROI as required). |

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| **Job Purpose**  Be both proactive and responsive in providing free, high quality, expert and accessible EUSS immigration advice. Provide complex immigration advice and support, expertise and guidance to the public, advisers and other agencies on complex EUSS/immigration related queries. |

**Key Responsibilities**

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| **Strategy and Direction** | **Assist in the delivery of the operational implementation of the strategic plan in line with agreed outcomes.**   * Contribute (as appropriate) to the development of the strategic plan and support the implementation of the operational plan. * Provide subject matter expertise, information and/or advice for areas under remit to enable effective decision making. |
| **Represent the Organisation** | **Represent the organisation.**   * Act as an ambassador and professionally represent the organisation at appropriate external national and local forums (our members, governments departments/funders etc) and co-operate with other relevant agencies as may be required. * Respond to relevant consultations including attending consultation meetings. |
| **Provide Leadership** | **Provide personal leadership, engaging, supporting and motivating the team to achieve success.**   * Personally, help to ensure a culture that demonstrates the values and adopting a professional approach at all times. * Be accountable for your own performance in line with a high-performance culture and participate effectively in performance and development reviews. * Take personal responsibility for communicating, working as a team and engaging and supporting colleagues including through times of change. * Take personal responsibility to build strong and productive working relationships with internal and external stakeholders to promote the organisation. |
| **Specialist Support** | **Personally, contribute to the effective and efficient specialist advisory support in line with agreed outcomes.**   * Promote the services and provide free and high-quality legal advice to EEA nationals and their families, and assist them to make applications under the EU Settlement Scheme * Manage your own caseload, accept and make referrals prioritising most vulnerable * Provide consultancy and practical support to advisers on complex client immigration/EUSS cases by offering tactical advice, legal research, interpreting law and obtain case law including assisting in the drafting letters, statements or arguments for them to use during negotiations. * Challenge refusals under the EU Settlement Scheme where there are grounds to do so e.g. requesting administrative reviews and appeals; Seek solutions where EU citizens have problems proving their immigration status online, and/or problems accessing rights e.g. to benefits, housing, healthcare and travel in and out of the UK. * To assist Advice NI/members clients with appeals and judicial review action * Quality assure the work of EUSS advisers within Advice NI, ensure compliance with all professional standards of the OISC and/or Law Society of Northern Ireland * Contribute to supporting members to meet OISC requirements * Co-ordinate and facilitate ‘Ask the Expert’ Information Sessions with key individuals/organisations involved in employment advice; interviewing and recording podcasts and vlogs with presenters (subject to speaker permission) and other key contacts for uploading to Advice NI website as appropriate. * Contribute to the development, assurance, delivery of relevant training * Encourage exchange of information and best practices including contributing to blogs / policy updates / Newssheet / articles for website on current issues, changes in legislation, reports on any other relevant information for the Advice NI website. * Provide support to supervisors/managers and facilitate information sessions on undertaking supervisory quality case reviews. |
| **Budgets and Financial Control and reporting** | **Support in the management of resources effectively and efficiently.**   * Provide assistance when required in supporting the identification, preparation and submission of applications to secure appropriate sources of funding to meet the current and long-term sustainability needs of the organisation. * Adhere to procurement policies and processes. * Monitor and control activities against budget as may be allocated * Produce regular progress reports and other statistical data regarding the function’s performance against agreed plans and internal targets, Contracts and SLA’s funder requirements including financial / non-financial outcomes. * Taking personal responsibility in the effective and efficient utilisation of the organisation’s resources (human, physical and financial) where possible. |
| **Quality and Compliance** | **Assist in ensuring quality standards and compliance in line with legislation and regulations.**   * Take personal responsibility to adhere to all organisational policies and procedures including Equal Opportunities and discharges its legal obligations and management of risk for the areas under your remit. * Undertake regular quality and other internal verification processes to ensure compliance to and maintenance of relevant quality standards and to promote the brand and reputation of the organisation including policy reports, training materials, cases, leaflet and any other such materials. * Personally, review own work to ensure appropriate quality and compliance standards are met. * Help assist in dealing with complaints and issues effectively to ensure their resolution and/or escalate as appropriate. * Keep abreast of policy developments and/or other issues which have the potential to influence or impact the organisation. * Personally, adherence to confidentiality, security and GDPR including access to records and other legal obligations. * Personally, support efforts to drive a continuous service improvement culture in line with efficiency and effectiveness and best practice approaches across the organisation. |
| **Health and Safety** | **Wellbeing, Health and Safety.**   * Take personal responsibility for your own wellbeing and help provide support to others, escalating any issues as appropriate. * Personally, adhere to the Health and Safety Regulations, ensuring any issues are resolved and/or brought immediately to the attention of management |
| **Other** | * This post holder is expected to be flexible and undertake other duties within reason and competence as may be required due to changing priorities or circumstances. * ***This job description may be subject to change in line with the changing needs and demands of the organisation.*** |

JOB SPECIFICATIOIN

Specialist Support Practitioner - Immigration Law

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|  | **Essential** | **Desirable** |
| ***Education*** | Institute/Bar qualifications, OISC Level 2 | OISC level 3  bi-lingual |
| ***Experience*** | Have at least 1 years’ experience of immigration casework, including the making of applications under the EU settlement scheme  Be a solicitor/barrister eligible to practice in NI by date of appointment  Have in-depth experience of working with clients with complex needs  Have experience of developing and maintaining relationships with partner/member organisations | Have experience of appeals and judicial review  Experience of the legal aid system |
| ***Skills*** | Be adept at managing your own complex caseload and administration  Have excellent organizational, written and verbal communication skills  MS Office Skills | Be able to research and write comprehensive resources and reports  Be self -motivated and adept at working in a team to achieve objectives and share knowledge/learning |
| ***Knowledge/***  ***Values*** | Passionate about promoting/enabling access to justice  Ability to demonstrate an in-depth knowledge and understanding of European free movement law, Appendix EU and other areas of immigration law  Sympathetic and non-judgemental attitude to a client’s problems.  .Be committed to Advice NI’s charitable objectives | Be committed to using the law to effect systemic change  Sound knowledge of the advice sector in Northern Ireland |
| ***Personal attributes*** | Flexible approach to working hours and willingness to travel as required by the post  Friendly and approachable manner. |  |
| **Other** |  | Current clean UK driving license/access to car |