

We Belong - Immigration Caseworker

	Role Description
Role	<p><b>Immigration Solicitor</b></p> <p>Individual regulated by the SRA</p> <p>Minimum three years of experience in case management.</p>
Reporting to:	CEO
Organisation purpose:	<p>We Belong exists to ensure young migrants living in the UK are treated equally and fairly in the society they call home. We Belong works with and for young migrants to hold those in power to account and fight for wider immigration reform.</p> <p>We do this by breaking down barriers through direct advocacy, strategic litigation, campaigning, and equipping young migrants to be leaders and set agendas within the migration sector. We also provide support by giving accurate information on student finance rules and various opportunities, and make referrals to organisations for young people to get the legal advice they need.</p>
Context	<p>We Belong team is comprised of two Co-CEO's, an Outreach Worker, Youth Parliamentary Officer and Digital Communications Officer. The team works exclusively with young people who have migrated to the UK and support young people (16-25) who are impacted by hostile immigration policies and empower young people to speak out and be inquisitive about their rights.</p>

<p><b>Role purpose:</b></p>	<p>During the first 3-6months of the role, the Immigration Solicitor will guide We Belong through the OISC registration process, and work alongside CEO to submit the relevant documents to support the registration process to become a regulated organisation. In addition to supporting junior staff members through OISC assessments the Immigration Solicitor will provide training and information sessions to upskill young people on how to get the best out of legal advice.</p> <p>Note: during this time the Immigration Solicitor will not give immigration advice or take on any cases.</p> <p>After successful registration with OISC, our Immigration Solicitor will work with long-term young migrants to provide high quality legal advice and representation so that young people can regularise and maintain their immigration status. They will create concise accessible information for young people to navigate their home office applications and partake in outreach advice drop-ins. Working closely with staff they will develop efficient, sustainable and high-profile cases and build on the support that is currently being offered to young people with precarious status. The Immigration Solicitor will also work to gain an understanding of the client base in terms of research and client need and to seek to develop strategic solutions to underlying issues along with other team members. This will contribute to the organisations advocacy and campaigns around a fairer more humane immigration system.</p>
<p><b>Key responsibilities</b></p>	<p><b>Key activities/tasks</b></p>
<p>Working with clients</p>	<p>Upholding a positive, empowering approach to working with young people, including:</p> <ul style="list-style-type: none"> <li>• Working respectfully and non-judgementally to engage young people in We Belong work</li> <li>• Identifying young people who want to share their lived experience to support campaigns</li> <li>• Maintaining appropriate, boundaried relationships with young people</li> <li>• Keeping up to date with new and relevant immigration policies and legislations Acting on safeguarding and risk information in line with We Belong policies and procedures.</li> <li>• Ensuring young people are referred/signposted to relevant advice organisations where necessary.</li> </ul>

<p>Casework, advocacy and outreach</p>	<ul style="list-style-type: none"> <li>• To provide high quality advice and representation for individual clients. The post holder will be expected to carry out their casework with a high degree of professionalism, and to conduct their work in such a way as to meet relevant external standards (e.g. SRA and OISC)</li> <li>• To create a culture of client care in terms of service delivery.</li> <li>• To undertake outreach work attending both regular and ad hoc advice sessions; this will entail building effective working relationships with partner organisations and keeping accurate records of work done and providing advice and substantive casework help to clients.</li> <li>• Informing litigation on behalf of organisations/or individuals in the best interest of the client.</li> <li>• The postholder will, where appropriate, advocate on behalf of clients and/or client groups in both formal and informal settings (e.g. courts, tribunals, case conferences etc.).</li> <li>• To work closely with external partners in identifying matters of concern in relation to legal issues affecting migrant communities, and where possible contribute to discussions on appropriate legal remedies and strategies to improve such matters.</li> </ul>
<p>Compliance and Regulation</p>	<ul style="list-style-type: none"> <li>• To maintain a Practising Certificate in own name (relevant to the role)</li> <li>• To hold a Disclosure &amp; Barring Service (DBS) certificate at enhanced level (if working with children) - We Belong can arrange this for the successful candidate, but employment is contingent on a clear certificate being obtained.</li> <li>• To ensure compliance with SRA and OISC requirements where appropriate. This includes maintaining a Personal Competence record of all personal objectives in terms of training and development needs and any courses or training undertaken to evidence compliance.</li> <li>• Ensure accurate record keeping on We Belong’s case management system.</li> <li>• To manage and ensure caseload is progressed in a timely way, reported and closed.</li> </ul>
<p>Data Protection</p>	<ul style="list-style-type: none"> <li>• To ensure adherence to We Belong’s Data Protection Policy and Procedures.</li> </ul>
<p>General responsibilities</p>	<ul style="list-style-type: none"> <li>• Attending and participating in internal meetings as required</li> <li>• Being a positive, cooperative and constructive team member, upholding the values of We Belong, complying with We Belong’s monitoring and recording requirements</li> <li>• Representing and promoting the organisation’s work positively</li> <li>• Carrying out all work with due regard to We Belong’s policies and procedures, including safeguarding and staff safety</li> <li>• Promoting Equality and Diversity principles in all aspects of work.</li> </ul>

Other duties	<ul style="list-style-type: none"> <li>Carrying out any other duties which fall reasonably within this role.</li> </ul>
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	Person Specification	
	Essential (must have in order to carry out the work)	Desirable (not essential but preferable)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Good knowledge of domestic and international human rights and EU law and their application in practice, including judicial review.</li> <li>Some knowledge and understanding of domestic and international human rights law and practice as it relates to migrants generally.</li> <li>Awareness of immigration processes and government policy in relation to immigration and asylum issues.</li> </ul>	X  X  X	
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>SRA Accreditation and ID number</li> <li>Any other training relevant to the post</li> </ul>	X X	
<b>Experience</b> <ul style="list-style-type: none"> <li>At least 3 years practicing as an Immigration Solicitor</li> <li>Experience of meeting case management standards and performance targets</li> <li>Some experience with litigation e.g. appeals and witness statements</li> <li>Some experience representing or working with young migrants</li> <li>Some experience managing caseload</li> </ul>	X X	X X X

<p>Skills and abilities</p> <ul style="list-style-type: none"> <li>• Ability to develop relationships with and relate to a diverse range of young people</li> <li>• Ability to communicate clearly and effectively both orally and in writing within and outside the organisation, and to represent We Belong and its projects professionally when dealing with all parties</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to plan, record and organise work</li> <li>• Ability to create effective working relationships with other professionals</li> <li>• Problem solving skills with an ability to think ‘outside of the box’ and balance legal, strategic, policy and pragmatic issues</li> <li>• Good IT skills, including being able to use secure email, use word processing effectively. Ability to learn basic functions with respect to spread sheets and databases</li> <li>• Ability to deliver training to legal and non-legal practitioners</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p>Qualities</p> <ul style="list-style-type: none"> <li>• Self-motivated and organised individual, ability to work collaboratively and uphold our mission, vision and values</li> <li>• Creative and enthusiastic thinker who is able to support their team to examine cases and identify options that will enhance opportunities for young people</li> <li>• Resilient, emotionally intelligent individual who understands the nature of working with young migrants and is able to work in a professional manner</li> </ul>	<p>X</p> <p>X</p>	<p>X</p>
<p>Other requirements</p> <ul style="list-style-type: none"> <li>• Must be prepared and able to be flexible on hours to deliver the service</li> <li>• Willing to attend training</li> </ul>	<p>X</p> <p>X</p>	

July 2021