

Our ref: PM
Your ref:
Date: August 2021

Dear Applicant

Re Immigration Caseworker OISC Level 2/IAAS Level 2

Thank you for your interest in this post.

I am pleased to enclose:

1. Job Description and Person Specification for Immigration Caseworker – Solicitor
2. Guidelines for Applicants
3. Organisation Summary

Applications should be made on our application form which can be downloaded [here](#) or from our website at www.swllc.org/about-us/jobs/.

Completed application forms should be sent by email to recruitment@swllc.org by 25 October 2021.

Yours faithfully

Patrick Marples CEO
South West London Law Centres

SOUTH WEST LONDON LAW CENTRES
Legal Action for Local Communities

JOB ADVERT – Immigration Caseworker – Solicitor

South West London Law Centres (SWLLC), one of the largest and most progressive Law Centres in the country, is seeking a highly motivated and accredited Immigration/Asylum caseworker/solicitor accredited to a minimum OISC level 2 to undertake work on late EUSS applications and to take on out-of-scope immigration casework through ECF funding for residents in London Borough of Merton and Wandsworth. The post is funded for a period of 12 months with the potential of progressing through further grant and/or ECF funding. The post has been funded jointly by Merton and Wandsworth Councils.

SWLLC won the highly prestigious Legal Aid Firm/Not for Profit of the year 2020 at the LALY Awards. SWLLC's immigration team are highly respected and won Legal Aid Team of the Year - Solicitors Journal Awards 2017. We have a strong emphasis on quality and client care, and were rated as "Excellent" in a Legal Aid Agency Peer Review 2019.

We can offer flexible working and generous benefits.

POST:	Immigration Caseworker - Solicitor OISC Level 2 & IAAS Level 2
Salary:	Up to £35,644 according to experience.
Term:	12 months fixed term with possible extension for a proficient candidate
Reports to:	Immigration Team Leader and project partners within Merton. SWLLC Caseworker/Volunteers within the immigration team, Senior Management Team and Branch Administrators.
Based at:	Croydon with outreach and delivery at other locations in Merton and Wandsworth

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JOB DESCRIPTION

POST:	Immigration Caseworker – Solicitor OISC Level 2
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Key Tasks

- 1 The post-holder will primarily be responsible for identifying, helping, advising and representing vulnerable EEA nationals and their families in order to help them secure their status in the UK through the EUSS (European Union Settlement Scheme) post the deadline of June 2021 and assisting in out-of-scope legal aid immigration matters to help people to regularise their immigration status, remove no recourse to public funds and prove their entitlements. We expect most immigration applications to be around private life or family life issues for which an exceptional case funding application can be made.

Duties & Responsibilities

- 2 To ensure that all advice, assistance and representation complies with the requirements of our Lexcel quality mark and if becomes publicly funded complies with the requirements of the Legal Aid Agency.
- 3 To make exceptional case funding applications where cases are potentially fundable through the legal aid scheme

- 4 To ensure all casework is recorded within our SOS case management system. The post holder will be expected to meet project and time recording targets which are set in accordance to the overall requirements of the project.
- 5 To ensure that the terms of the project are kept to, in relation to advice & casework including providing reports as required.
- 6 To report on the work of the Law Centre to the management committee as required.
- 7 To participate in team meetings and to carry out file reviews in accordance with Lexcel requirements.
- 8 To be responsible for developing relationships and working with local partners to develop referrals and work into the project.
- 9 To participate in staff meetings from time to time.
- 10 To be responsible for your own word processing, filing and case recording within SOS case management system.
- 11 To advise and provide training and talks both internally and externally.
- 12 To attend meetings of coordinating bodies as required.
- 13 To share the work of maintaining everyday necessities.
- 14 To provide cover for colleagues during absences.

Advice & Casework

- 15 To provide immigration advice and casework service to people in Merton and Wandsworth, to include vulnerable EEA nationals and their family members in order to help them secure their status in the UK and others who have out-of-scope legal aid immigration matters that are potentially covered by exceptional case funding. This is to include: interviewing clients; advising them of their rights and responsibilities; putting in applications including exceptional case funding; assessing suitability and effectiveness of alternative courses of action; and advising on potential legal challenges and legal procedures.
- 16 To assist other teams in the Law Centre in helping clients resolve any immigration matters affecting EEA nationals and their families seeking to secure their status.
- 17 To represent clients and do the necessary preparation and research.
- 18 To visit clients at their homes and at outreach locations if appropriate.
- 19 To instruct and attend Counsel's chambers with clients as appropriate.

Development of the EUSS and Immigration project

- 20 To be alert at all times to the social policy implications of issues presented by clients.
- 21 To take appropriate action to influence social policy in regard to these issues.

- 22 To be responsible for further developing contacts and referral partners to increase the referrals and contacts for the project into the Law Centre for vulnerable immigrants and EEA nationals and their families.
- 23 To attend information events to help EEA citizens and other immigrants
- 24 To develop and provide both internal and external training and take part in events raising awareness of EUSS and rights of other immigrants
- 25 To collect data and statistics, as well as clients' stories and outcomes to report on the effectiveness of the project.

Professional Development

- 26 To attend courses on new legislation, specialist skills and the use of information technology.
- 27 To keep up to date with the changes in relevant legislation.
- 28 To read the relevant law journals.
- 29 To retain relevant accreditation, DBS checks and relevant authorisation through the SRA (IAAS Level 2 Accredited) and OISC level 2.
- 30 To discuss regularly with the Immigration Team Leader your job performance and personal career development.
- 31 To be appraised regularly and to engage fully in this process to further personal development and maximise your contribution to SWLLC.

Equal Opportunities

- 32 To have regard at all times in the planning and execution of duties to SWLLC's Equality and Diversity Policy.
- 33 To play a full role in the organisation supporting colleagues to maximise their effectiveness.
- 34 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.

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PERSON SPECIFICATION

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Essential Experience

1. At least one year's experience in immigration and asylum law and be accredited to at least OISC Level 2 & IAAS Level 2.
2. Have a wide knowledge and experience of immigration advice and casework
3. Have an in-depth knowledge and understanding of European free movement law, the EU Settlement Scheme and Appendix EU.
4. Have experience of the immigration appeals process and development of cases through judicial review
5. Ability to draft appropriate documentation in all areas and procedures of Immigration law.
6. Commitment to equal opportunities as set out in the principles and policies of South West London Law Centres.

Essential Skills

7. An intelligent and highly motivated person who is accustomed to taking significant decisions and having a high level of personal accountability.

8. Relevant accreditation with OISC minimum level 2
9. Ability to manage you own caseload with supervision.
10. Ability to work independently with a proven ability to prioritise work and to meet deadlines.
11. Ability to take strategic overview and to plan for the long term.
12. Ability to liaise and work effectively in partnership with a wide range of stakeholders.
13. Excellent communication skills: you must be able to relate well to colleagues, clients and third parties, in person, in writing and on the telephone, despite the pressures of the role.
14. Understanding of the problems which face diverse communities.
15. Ability to be self-servicing: you will be expected to manage most of your own typing, filing etc.
16. Ability to use computer and information technology including management information systems and to be self-servicing. Must be proficient in Microsoft operating systems (Word, Excel, and Office).
17. Ability to work collaboratively within SWLLC and our partners
18. You must be very well-organised in order to work well under pressure without compromising standards.

Desirable Experience and Skills

19. A wide range of representation experience in immigration tribunals and ability to recognise cases that could be subject to judicial review or to be taken through the higher courts.
20. Current enhanced DBS check.
21. Current OISC Level 2 or IAAS Level 2 accreditation.
22. Experience of giving successful training or talks.
23. Experience of legal aid and the ECF application process

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ORGANISATION SUMMARY AND OBJECTIVES OF THE POST

SWLLC is a community based legal practice and a registered charity. Our history dates back to 1974 when the first Law Centres in Wandsworth were created. We became SWLLC in 2004 through the merger of a number of Law Centres in South West London. The Law Centre won the highly prodigious Legal Aid Firm/Not for Profit of the year 2020 at the LALY Awards.

We have a highly regarded, friendly, experienced and respected team of solicitors and caseworkers in our immigration team. Our immigration team won Legal Aid Team of the Year - Solicitors Journal Awards 2017. We regularly get referrals from the Refugee Council, Helen Bamber Foundation, Freedom from Torture (Medical Foundation). We have a strong emphasis on quality – our Immigration Team was rated as “Excellent” in a Legal Aid Peer Review earlier this year.

We are looking to recruit a highly-motivated immigration casework/solicitor who is already OISC registered level 2 to join our team immediately. The initial phase of the post will be for 12 months to help support vulnerable EU nationals to claim EUSS status who have missed the application deadline at the end of June. This will involve working with Merton and Wandsworth Councils and other local groups to identify those needing support. The project will also work with other people who need to regularise their immigration status who do not fall under the main legal aid scheme. The post will make use of exceptional case funding applications to help support the continuation of the project. We need a proficient candidate who is accredited at OISC level 2 and it would be beneficial to also be (IAAS) accredited. There will be further opportunity to develop your own caseload and practice.

In summary, the role’s objectives are as follows:

- To triage potential clients
- To identify the client’s current status as well as the potential options to regularise their status.
- To advise on the merits of potential applications to regularise their status and get their entitlements
- To submit exceptional case funding applications to proceed with applications
- To carry out a wide range of immigration casework
- To develop and maintain relationships with local organisations who work with people with complex needs

- To measure the impact and outcomes of their work and feedback to the Immigration Team Leader

SWLLC now works across six South West London boroughs (Croydon, Merton, Kingston, Richmond, Sutton and Wandsworth) helping people to understand and enforce their legal rights. In doing so, we address the root causes of social injustice – poverty, family breakdown, unemployment and exploitation. SWLLC provides full legal casework, representation and advice in the following areas of social welfare law – Community Care, Debt, Employment, Housing, **Immigration & Asylum** and in a limited way in Welfare Rights. We represent clients in all courts and tribunals. We also provide the housing duty solicitor schemes at Croydon, Kingston and Wandsworth County Courts giving emergency representation in possession hearings for rent and owned homes and at the warrant stage for evictions.

SWLLC delivers 15-18 pro bono clinics each week to provide initial advice on legal problems. There are 16 firms involved with the clinics as well as individual solicitors.

SWLLC works with and assists over 7,500 people per year.

We are re-opening our offices fully and this post will involve some outreach work.

SWLLC's Croydon Office is a short walk from either East or West Croydon stations. Our office in Merton is in Morden a short walk from Morden Tube Station and our Wandsworth office is a short walk from Clapham Junction