



Manuel Bravo Project – Senior Caseworker/Solicitor

Job Title:	Senior Immigration Caseworker/Solicitor
Responsible to:	Head of Casework
Salary:	NJC Pay Scale point 35 - £41,496 per annum (37.5 hours full time)
Hours	Full time - 37.5 hours per week (part time hours negotiable)
Location	Leeds (Mix of in office and remote working)

Job description

Manuel Bravo Project is a charity that provides free legal representation to asylum seekers not eligible for legal aid.

The project consists of an in-house casework team undertaking asylum casework (appeals and fresh claims), an outreach project providing free initial immigration advice, and pro bono projects supported by both legal and non-legal volunteers.

We seek a level 3 registered OISC Caseworker (Or equivalent LSC accredited advisor/Solicitor) to provide representation for asylum seekers unable to obtain legal aid for their appeals and fresh claims.

The Project is registered with The Office of the Immigration Services Commissioner (OISC).

The Caseworker will be based at the Project's main office in Leeds with a mix of in-office and remote working possible. Travel to other venues in connection with the post, for example attending the Tribunal, will be necessary from time to time.

Responsibilities may also include providing advice through our outreach service and supervision of junior staff.

Main Duties and Responsibilities:

1. Managing a caseload of complex immigration/asylum matters in compliance with OISC requirements.
2. To take client instructions and provide legal advice on immigration, asylum and human-rights matters.
3. Advising on and assisting clients with preparing applications to the Home Office;
4. Preparing cases for presenting to the Immigration Tribunal;
5. Providing direct representation/advocacy in the Immigration and Asylum Chambers of both the First-Tier and Upper Tribunals in relation to immigration, asylum and human rights matters.
6. To provide initial immigration/asylum advice at our outreach services in the area.
7. To ensure that client files are kept up to date and stored in accordance with our data security policies.
8. To work with referral agencies, interpreters, and expert witnesses according to MB policy.
9. To work with the Head of Casework and CEO in ensuring that MB complies with OISC regulations.
10. To provide supervision to OISC Level 1 and OISC Level 2 Caseworkers.
11. Accurate record keeping of work undertaken.
12. Maintaining own knowledge and skills through legal research and training.
13. To be responsible for own Professional Development according to OISC requirements.
14. To take part in peer supervision meetings with other caseworkers.
15. Any other duties which from time to time are required by the organisation.

Person Specification

1. Experience

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| 1.1 Experience of advice and casework in the field of immigration and asylum at OISC Level 3 or equivalent. | Essential |
| 1.2 Experience and confidence in presenting appeals at the Tribunal | Essential |
| 1.3 Experience of supervising Level 1 and Level 2 Caseworkers. | Desirable |
| 1.4 Experience of working across the statutory, private and voluntary sectors | Desirable |

2. Qualifications

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| 2.1 OISC level 3 accreditation (or LSC Level 2 or Solicitor with equivalent experience) | Essential |
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3. Skills, Knowledge, Ability

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| 3.1 Sound understanding and up to date knowledge of immigration and asylum system including any imminent changes. | Essential |
| 3.2 Ability to work accurately under pressure, prioritising workloads and meeting Deadlines | Essential |
| 3.3 Ability to express complex legal issues in a concise and client friendly way | Essential |
| 3.4 Excellent command of spoken and written English | Essential |
| 3.5 Strong interpersonal skills | Essential |
| 3.6 Knowledge about and understanding of the legal sector | Essential |

3.7 Computer literate	Essential
3.8 Ability to work on own initiative and as part of a team.	Essential
3.9 Strong organisational and time management skills	Essential
3.10 Knowledge about and understanding of the third sector	Desirable

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4. Personal Qualities

4.1 Flexible and proactive approach to work	Essential
4.2 Ability to work under pressure	Essential

Flexibility

Manuel Bravo Project is a small organisation. All staff are expected, where necessary, to support and assist their colleagues in the carrying out of their duties and to contribute to the general administration of the office in order to deliver services effectively. A degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job, at the appropriate grade. This job specification will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job. The post holder may be required to work some evenings and weekends.

Equal Opportunities Statement

As part of its recruitment policy, the Project intends to ensure that no prospective or actual employee is discriminated against or receives less favourable treatment on the basis of race, colour, ethnic origin, gender, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

Entry to employment and promotion or change of post is determined by personal merit and ability relevant to the purposes of Manuel Bravo Project.

Manuel Bravo Project aims to ensure that people with disabilities are given equal opportunity to enter employment. In doing so, it will fully consider reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of The Manuel Bravo Project.

Any staff employed by Manuel Bravo Project will be protected from discrimination on the grounds of religion, and in turn must be committed to working across different faiths and cultures.

It is the intention of Manuel Bravo Project that no individual or organisation connected with its activities shall hinder the positive implementation of this policy. Any form of discrimination is unacceptable to Manuel Bravo Project.