



## Manuel Bravo Project – Head of Casework

Job Title:	Head of Casework
Responsible to:	Chief Executive Officer
Salary:	NJC Pay Scale point 38 - £47,858.00 Per annum
Hours	Full time - 37.5 hours per week
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 new lead for our operational arm, who will be responsible for the management, development and maintenance of Manuel Bravo Project's legal advice output, including the expansion of both our in house Casework team and external outreach programme. This includes the potential tendering and management of a legal aid contract in future tenders. The post-holder will also maintain a small caseload of more complex legal matters alongside this work.

The post holder will be a level 3 registered OISC Caseworker (Or equivalent LSC accredited advisor/Solicitor).

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, funder meetings, etc. will be necessary from time to time.

## **MAIN DUTIES**

### **MANAGEMENT**

- Manage the work of the MBP Casework team including (but not limited to) –
  - allocation of cases
  - monitoring team workload/workflow
  - Oversight for internal file review process
  - ensuring any funder targets are met
  - Providing regular reports on workflow to CEO
  - Identifying team training needs and opportunities
  - Ensure all legal advice and case recording is accurate and up to date to enable timely production of management and performance reports and to work with the CEO to prepare reports to funders
- Develop and manage MBP's outreach provision, including
  - Working with the Outreach Caseworkers in the set-up of new locations and management of existing locations
  - supervision of legal advice including provision of advice for complex (OISC Level 2 and above) matters
  - develop monitoring systems and create funder reports, case studies etc.
  - Working with the Volunteer Manager to identify volunteering opportunities (in particular for OISC-qualified volunteers)
- Responsibility for MBP's compliance and the development and review of policy/procedure related to MBP's casework provision
- Ensure the smooth set up, operation and monitoring of new and existing legal projects
- Identify and progress opportunities for the development and growth of the organisation that supports sustainability.
- Represent MBP to external stakeholders and organisations as required, acting as a lead ambassador for MBP
- Creating and managing new and existing relationships with the local legal community via networking event, membership of professional societies etc.
- Working with CEO to identify relevant funding opportunities, develop diversification of funding streams (including paid work) and make relevant applications to grant making bodies.
- Deputise for the CEO as required and where appropriate

## **PROFESSIONAL DEVELOPMENT/RESPONSIBILITIES**

- Build confidence in MBP through high standards of personal and professional accountability
- Maintain and develop expertise in Immigration and Asylum law, continuously building reputation and recognition for MBP as an expert organisation
- Identify training and professional development needs (including CPD requirements) in consultation with CEO and source appropriate support.

## **LEGAL**

- Initiate and conduct a small caseload of appropriate complex cases
- Provide OISC Supervision to staff/volunteers as appropriate
- Responsibility for ensuring compliance with OISC regulations
- Assess MBP's suitability for quality mark certification and work with CEO to progress this
- Responsibility for ensuring casework-related funder targets are met
- Potential tender and management of a legal aid contract.

## **TRAINING & LEGAL EDUCATION**

- Oversight of the peer training programme for the casework team
- Work with the Volunteer Manager to develop and deliver appropriate legal training that responds to changes in legislation and policy, and meets the identified needs of volunteers.

## **POLICY & COMMUNICATIONS**

- Represent MBP at senior level at appropriate seminars, conferences and meetings with funders, other third sector organisations, legal providers etc.
- Identify Immigration/Asylum law, policy and practice issues; develop appropriate responses and work with the CEO in progressing these through relevant opportunities to shape and influence decision making.
- Work with the CEO to contribute to consultation documents and policy statements
- Contribute to and participate in media interviews on relevant issues where appropriate.

## **OTHER DUTIES**

- Be flexible to work outside standard business hours on occasion in order to meet the demands of the role;

- Undertake such other duties as may be required from time to time.

\*NOTE: this JD will be subject to review from time to time in line with the changing needs of the organisation.

## Main Duties and Responsibilities:

### Person Specification

#### Head of Casework - Person Specification

#### Essential

#### Desirable

	Essential	Desirable
<b>Qualifications, Knowledge &amp; Experience</b>	<p><b>E1</b> OISC Level 3 (or equivalent) with a minimum of 3 years' experience at this level.</p> <p><b>E2</b> Experience of workflow/caseload management</p> <p><b>E3</b> Experience of line management of a team</p> <p><b>E4</b> Experience of coordinating and facilitating file management/peer review</p>	<p><b>D1</b> IAAS Level 2 Supervisor Accreditation</p> <p><b>D2</b> Experience of tendering for, and managing, a legal aid contract.</p> <p><b>D3</b> Experience of working collaboratively with volunteers</p> <p><b>D4</b> Experience of producing training materials and delivering training</p> <p><b>D5</b> Experience of developing innovative approaches to the delivery of legal services</p> <p><b>D6</b> Experience of developing and delivering initial legal advice provision/outreach</p>
<b>Abilities &amp; Skills</b>	<p><b>E5</b> Skilled in the conduct of Immigration and Asylum matters, at both application and Tribunal stage</p> <p><b>E6</b> Excellent oral and written communication skills</p> <p><b>E7</b> Proficient in the use of information technology including Case Management systems</p> <p><b>E8</b> Ability to plan, prioritise</p>	<p><b>D7</b> Ability to identify and lead organisational development initiatives, including developing funding proposals and identifying relevant funding opportunities.</p>

	and lead a team to achieve collective goals	
<b>Aptitudes/Commitment</b>	<p><b>E9</b> Self-motivated with a passion for affecting progressive social change</p> <p><b>E10</b> Aptitude for building and maintaining good interpersonal relationships and with willingness to be responsible for decisions, motivating and inspiring others to achieve goals</p> <p><b>E11</b> Open to self-reflection and growth especially in leading others and willing to work co-operatively to achieve results</p> <p><b>E12</b> Aptitude for identifying legal and policy issues for strategic development and opportunities for influence</p> <p><b>E13</b> Aptitude for responding proactively to immediate challenges</p> <p><b>E14</b> Demonstrable commitment to the aims of MBP</p> <p><b>E15</b> Commitment to on-going professional development</p>	
<b>Circumstances</b>	<p><b>E16</b> Willingness to travel as required</p> <p><b>E17</b> Available for occasional evening and weekend work in accordance with the requirements of the post</p>	

## **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.