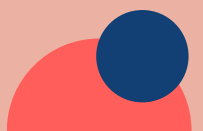




**Senior Immigration Advisor /  
Solicitor**

**JOB PACK**



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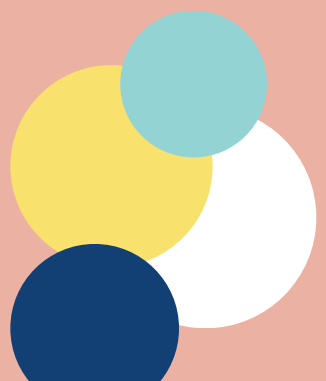
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HOW TO APPLY



# ABOUT SLRA

SLRA is a frontline community organisation established in 1991 which supports refugees, asylum seekers and migrants in crisis in South London. We provide specialist legal advice and holistic casework to enable people to regularise their immigration status, access rights and entitlements and move on from destitution. Every year we provide support directly to over 1000 migrants in the London Boroughs of Lambeth, Merton, Croydon, Wandsworth, Southwark and beyond. Our support gives marginalised people access to justice and the opportunity to build a safe, stable and positive future.

Our services are shaped by our organisational values of Kindness, Agency, Inclusion and Respect, ensuring that our work remains person-centred and impactful. Our vision here at SLRA is of a community where migrants are welcomed and valued. Our trauma-informed and strengths-based approach to our clients and our work with them enables us to build trusting and strong relationships with local migrant communities and individuals.

SLRA recognises the strength and power of diversity, promotes equity and inclusion, and challenges racism and discrimination. Our staff team reflects these values and we encourage applications from people of all backgrounds. People with lived experience of the impact of the UK immigration or asylum systems are particularly encouraged to apply to join our team.

*For further information about us, take a look at our website [www.slr-a.org.uk](http://www.slr-a.org.uk)*

## **The benefits of working with us**

- 25 days holiday per year (with 3 additional days when the office is closed at Christmas) plus bank holidays.
- Additional long service annual leave days up to a maximum of an additional 5 days per year.
- Flexible and family friendly working arrangements including compressed hours and school term time working.
- Time Off in Lieu for any additional hours worked.
- Pension scheme with 5% employer contribution.
- We are committed to staff learning and development. Each team member works with their line manager to develop their learning and development plan, and has an annual training budget and allocated development time to support this.
- We prioritise the protection and promotion of staff wellbeing with clear policies which support staff to learn, grow and be fulfilled through the work they do.
- Cyclescheme and travelcard loans.



## Senior Immigration Advisor / Solicitor

<b>Responsible to:</b>	Head of Adult & Family Services
<b>Hours of work:</b>	Full time (4 days / 28 hours per week will be considered and flexible working arrangements may be available
<b>Salary:</b>	£39,445 pro rata
<b>Contract:</b>	Permanent
<b>Location:</b>	Hybrid working, office in Streatham Hill

SLRA is regulated to provide advice at IAA Level 3, as well as a broad range of practical, social and therapeutic support services. SLRA also campaigns for a fairer immigration system, involving local people with lived experience in influencing local and national policy and practice. SLRA caseworkers therefore have the opportunity to support advocacy work and to improve access to justice.

### Purpose of the Role

The Senior Immigration Advisor will be responsible for the delivery of immigration advice and casework to service users in a wide range of circumstances, although most will be rough sleepers. The work will be varied and will cover a broad range of asylum and immigration issues. SLRA does not have a Legal Aid contract. We work in partnership with local Law Centres to provide appropriate advice and casework.



# JOB DESCRIPTION

## Duties

- Manage own caseload, working to advance the best interests of the client.
- Adhere to standards set out by IAA/SRA and AQS to deliver high-quality advice.
- Provide casework supervision to immigration caseworkers in the team and carry out regular file reviews.
- Monitor procedures to ensure the consistency and quality of immigration advice provided by the team.
- Support the continuous professional development of the immigration caseworkers.
- Support SLRA's internal and external response to changes to immigration law.
- Support SLRA's policy and campaigning work.
- Develop positive working relationships and referral procedures with relevant statutory and third sector providers.
- Work supportively with other SLRA team members and colleagues in other agencies to ensure holistic support for clients.
- Assist SLRA with initiatives for the improvement of services for the client group.

## Duties

- Have responsibility to uphold the Aims and Values of SLRA.
- Abide by health and safety guidelines and share responsibility for your own safety and that of colleagues.
- Ensure that SLRA policies are adhered to.
- Represent SLRA at meetings with other agencies as appropriate.
- Any other duties commensurate with the post.



## Qualifications / Experience

Immigration Advisor regulated at IAA Level 3 and/or qualified solicitor with substantial relevant experience.	Essential
Experience of providing high quality advice and casework to clients.	Essential
A good understanding of a wide range of legal, rights and entitlements issues as they relate to immigration and asylum.	Essential
Experience of managing a caseload in line with IAA requirements in relation to conduct of cases.	Essential
Experience of carrying out file reviews and providing supervision and support to colleagues	Essential

## Knowledge and understanding

Knowledge of and empathy with the backgrounds and experiences of migrants who are in crisis or at risk.	Essential
A sound knowledge and understanding of safeguarding procedures for vulnerable adults and for children.	Essential
Ability to speak a community language	Desirable
Lived experience of the impact of the UK asylum or immigration system.	Desirable

## Skills and abilities

Ability to manage a caseload autonomously, prioritising workload and meeting deadlines.	Essential
Excellent client facing skills	Essential
Ability to work effectively and cooperatively with colleagues and external partners.	Essential
Supportive team member	Essential

# HOW TO APPLY

## How to apply

To apply for this post please complete and return the Application Form and Equal Opportunities Monitoring form on our [website](#) to [admin@slr-a.org.uk](mailto:admin@slr-a.org.uk)

**ROLLING DEADLINE: Applications will be reviewed on receipt and successful candidates invited to interview immediately.**

As an organisation working with migrants, we particularly welcome applications from people with lived experience of the impact of the UK immigration or asylum system. We guarantee an interview for all applicants with lived experience who meet the essential criteria for this post.

We recognise that some people experience barriers to employment and we want to make you aware of the following support which may be helpful.

### **Experts by Experience**

If you have lived experience of the impact of the UK immigration or asylum system you can ask for independent and confidential support for your job application from the Experts by Experience Employment Network. Support includes a free one-off mentoring chat for support with CV/Cover letters and interviews.

### **SCOPE - Support to Work Extra**

SCOPE's Support to Work Extra service provides practical support to disabled people with all aspects of preparing and applying for jobs. You can register for support with CV writing, preparing for interviews and more .

### **Young Women's Trust**

If you are a young woman aged 18-30 you can sign up to "Work It Out" for free support with the recruitment process.

### **Youth Employability UK**

If you are a young person aged under 30 you can find tips on CV writing and interviews [here](#).

