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| **Job title** | Asylum and Immigration Paralegal |
| **Reporting to** | Asylum Supervisor  |
| **Purpose of Job** | The postholder will provide legal and practical advice and support to refugees and asylum seekers in Kirklees, with a focus on those arriving under Afghan, Syrian and Ukraine settlement schemes. |
| **Location** | Dewsbury but could involve an element of working from home by mutual agreement. The postholder will also be required to provide outreach from a site in Huddersfield.  |

**Duties and Responsibilities**

* To deliver a casework advice service to refugees and asylum seekers in Kirklees, with a focus on those arriving under Afghan, Syrian and Ukraine settlement schemes.
* To provide outreach services at the Ukraine Club in Huddersfield and at other locations as required.
* To provide a second tier advice service on immigration matters to local agencies and Local Authority teams supporting those arriving under Afghan, Syrian and Ukraine settlement schemes.
* To keep records fully and accurately on both manual and designated IT systems.
* To work to OISC requirements
* To keep up to date with changes in legislation, guidance and practice, and undertake appropriate training to ensure that service delivery is of the highest possible quality
* To liaise with other practitioners within KCALC and in other partner organisations to signpost and refer clients appropriately
* Ensure that all work undertaken meets KCALC’s policies and procedures
* Attend relevant internal and external meetings as agreed with the line manager.
* Prepare for and attend supervision sessions/team meetings/staff meetings as appropriate.
* Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service.
* Demonstrate commitment to the aims and policies of the KCALC service.
* Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.

**Organisational Ethos and Expectations**

As part of their role with Kirklees Citizens Advice and Law Centre all staff to :

* Have a commitment to the aims, objectives and ethos of the organisation, and follow policies, procedures and systems.
* Keep the clients’ needs at the centre of all the organisation’s activity, seeking to deliver the best possible service within resource and operational constraints
* Communicate well and appropriately with colleagues and clients, keeping others informed and consulting as necessary
* Have a professional attitude, being flexible, supportive and cooperative in working together with other staff members and volunteers.
* Show respect for all colleagues, volunteers and clients in how they speak and act and always behave in a non-judgmental way
* Be willing to learn, accept constructive feedback, adapt to change, always aim to improve efficiency and quality, and take responsibility for their own work.