

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.