

**Asylum and Immigration Paralegal**

**Person Specification**

**Essential criteria**

1. OISC accreditation of at least Level 1 is essential.
2. Experience in delivering advice/casework/support services in relation to immigration and asylum law and related issues
3. Experience and understanding of the issues involved in interviewing clients on the telephone and face to face. Skills in identifying client issues and taking information/instructions from clients effectively.
4. Experience with working with clients for whom English is not their first language and communicating through interpreters
5. Knowledge of problems facing asylum seekers and refugees
6. Ability to deliver a service in a culturally appropriate way
7. Understanding of the not-for-profit legal sector and commitment to the aims and ethos of KCALC
8. Ability to keep good records and to act for the client in a timely manner
9. Ability to use IT systems and packages, and electronic resources in the provision of advice and the preparation of reports and submissions.
10. Experience of managing time, against competing priorities and a varied workload with the ability to monitor and maintain service delivery against agreed targets in a busy environment.
11. A commitment to equality and the skills to engage, communicate and work with a wide range of people from different backgrounds and with a range of abilities.

**Desirable**

1. OISC accreditation at Level 2 and/or accreditation under the Immigration & Asylum Accreditation Scheme
2. Experience of working under a Legal Aid contract.
3. Experience of using legal case management software.
4. An understanding of and commitment to the importance of time recording and billing.