

Asylum and Immigration Paralegal

Person Specification

Essential criteria

- a) OISC accreditation of at least Level 1 is essential.
- b) Experience in delivering advice/casework/support services in relation to immigration and asylum law and related issues
- c) 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.
- d) Experience with working with clients for whom English is not their first language and communicating through interpreters
- e) Knowledge of problems facing asylum seekers and refugees
- f) Ability to deliver a service in a culturally appropriate way
- g) Understanding of the not-for-profit legal sector and commitment to the aims and ethos of KCALC
- h) Ability to keep good records and to act for the client in a timely manner
- i) Ability to use IT systems and packages, and electronic resources in the provision of advice and the preparation of reports and submissions.
- j) 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.
- k) 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

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