

Immigration and Asylum Solicitor/Caseworker

Person Specification

Essential criteria

- a) It is **essential** that candidates have LAA accreditation at Level 2. Applications will **not be considered** unless candidates address this issue in their form and are clear about their skills and experience.
- b) Experience of working under or managing a Legal Aid contract. Experience of Legal Aid certificate work is also desirable.
- c) Experience of delivering advice and/or undertaking Asylum casework in a legal environment.
- d) Understanding of the not-for-profit legal sector and commitment to the aims and ethos of KCALC
- e) Ability to keep good records and to act for the client in a timely manner
- f) Ability to use IT systems and packages, and electronic resources in the provision of advice and the preparation of reports and submissions.
- g) 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.
- h) Ability to manage staff and volunteers and to undertake file reviews and manage performance
- i) 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

This role will be subject to an Enhanced DBS check as this is a requirement of our funders.