

Immigration/Asylum Supervisor

Personal criteria

- a) It is **essential** that candidates meet the LAA requirements for an Asylum Supervisor by the date at which they start in post or can show how they will meet that requirement very shortly after appointment. 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 and ability to manage an Asylum 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 a DBS check as this is a requirement of our funders.