

JOB DESCRIPTION

Employer:	Ashiana Network. A Company limited by guarantee and a registered Charity
Post:	Female Immigration Solicitor
Reports to:	Housing Services Manager
Grade:	NJC Scale Point 34 + Outer London Weighting
Working Hours:	35 hours per week Overtime will not be paid. Time off in lieu will be granted for any hours worked in excess.
Annual Leave:	20 days per annum plus public holidays (pro rata).

BACKGROUND:

Ashiana started operating in 1989 and specialises in helping young women, aged 16 - 30 years, from South Asian, Turkish & Iranian communities who are at risk of domestic violence and sexual violence.

Our Services:

Ashiana runs three refuges with a total of 20 bed-spaces; two specifically for women aged 16-25 fleeing forced marriage. This multi award winning project is the only service of its kind in the UK and is highly innovative in terms of addressing an area of significant need not met in other refuge provision. We offer an advice and support service to women who are experiencing domestic violence/sexual violence, enabling them to make informed decisions and exit violent relationships. We provide counselling for women and girls affected by domestic violence and sexual violence. We also deliver an education programme for young people in secondary schools in East London aimed at preventing domestic violence and enabling young people experiencing domestic violence to access appropriate services. We deliver a range of awareness raising workshops for young people in the community and training on domestic violence for professionals in the voluntary and statutory sector. We run a youth project to engage young people between the ages of 13-19 who are disadvantaged or at risk of social exclusion in some form of extra-curricular activities. This is part of a pan-London VGWG (violence against women and girls) consortium and is a London Councils funded post

Primary Task

The post holder will be responsible alongside the Management Committee, Senior Management Team and other workers for the effective running of the Network; in accordance with the Management Policy, ensuring that it meets the needs of South Asian, Middle Eastern and Iranian women who have been made homeless as a result of physical, sexual, emotional or mental abuse.

- To provide immigration advice, casework and support to migrant and refugee women and girls who have experienced domestic violence

- ❑ To be responsible for advocating and advising women in Ashiana's refuge accommodation and Advice Service who have experienced VAWG issues
- ❑ Managing a complex caseload of women with insecure immigration status
- ❑ Keeping up to date with relevant changes in legislation and case law
- ❑ Interviewing and advising clients face to face, telephone and via email

Main Duties

- ❑ To support, develop and lead on Ashiana Network's response to women experiencing VAWG and in particular, harmful practices (Forced marriage, Honour based violence and Female genital mutilation) to women who also have insecure immigration status
- ❑ To provide high quality immigration advice, support, information and applications for women and girls who have experienced VAWG and in particular harmful practices
- ❑ To advocate on behalf of clients with external agencies as appropriate
- ❑ To support Ashiana Network to gain OISC accreditation and ensure staff who are giving immigration advice are fully compliant with OISC
- ❑ To ensure compliance with advice work external and internal quality standards including OISC
- ❑ To ensure effective monitoring and evaluation of work, providing regular reports to our funders with the ability to deliver projects on target
- ❑ Analyse data and report on immigration cases ensuring effective learning for the project across the organisation
- ❑ To ensure a high quality service delivery through publicity material being effectively distributed and contribute to its development
- ❑ To positively promote Ashiana services
- ❑ To build effective relationships with both internal, external partners, external agencies, statutory and voluntary organisations.
- ❑ To proactively support own development through keeping abreast of developments in immigration law and policy and ensuring retention of professional status

General duties

- ❑ To maintain confidentiality in all matters relating to Ashiana Network and its service users
- ❑ To ensure that all Ashiana policies and procedures in your work area are adhered to
- ❑ To observe Ashiana's Equality & Diversity & Health & Safety policies and ensure awareness and integration with all communities in the Boroughs of operation
- ❑ To ensure all meetings and training relevant to your role including CPD as necessary to retain status
- ❑ To carry out any other duties in line with the objectives of the post as requested by the management Committee or Senior Managers
- ❑ Attend regular team meetings and other team commitments and meetings as necessary
- ❑ To carry out other tasks as are reasonably required to help the team to deliver its goals and have a flexible approach to work
- ❑ Provide and Support management with information and other detailed reports as and when necessary
- ❑ To attend regular supervision and appraisal meetings

Person Specification

Post: Immigration Solicitor

Education & Qualifications

- Immigration and Asylum Accreditation Level 2 or higher -(**Essential**)
- University level education-(**Desirable**)

EXPERIENCE

Essential

- At least 2 years recent, professional experience in a legal or advice setting
- Legal and policy expertise in immigration law and advice including appeals work
- Experience of managing a complex caseload
- Experience of interpreting legislation and giving legal guidance and advice face-to-face, over the telephone and by email

KNOWLEDGE

Essential

- Understanding of the application of Judicial Review in immigration and asylum cases
- Understanding of some of the key recent and upcoming changes in relevant legislation and the effects of these on our clients
- Ability to familiarise yourself with legal aid requirements and procedures
- Awareness and understanding around VAWG issues
- Knowledge and understanding of equality and diversity in practice and being aware of updates of legislations related to Equality and Diversity

SKILLS & ABILITY

Essential

- Ability to plan, prioritise and organise own work load and meet deadlines
- Ability to problem solve and manage conflict
- Ability to work as an effective team member
- Ability to have an element of flexibility and adaptability
- Ability to relate well and communicate clearly and respectfully with a diverse group of people
- Strong interpersonal skills
- Ability to adhere to Ashiana's policies and a commitment to the aims and principles of Ashiana Network
- Ability to monitor and report against project targets & communicate effectively with funders and stakeholders
- Ability to be analytical
- Ability to obtain and process information
- Ability to work competently with Microsoft Office and EXCEL packages
- Ability to form supportive, professional relationships with clients
- Ability to communicate effectively in English, both verbally and in writing
- Ability to work under pressure and meet deadlines
- Ability to work on own initiative
- Ability to learn new skills
- Ability to work as a member of the staff team and within a hierarchical structure.
- Ability to participate in and make use of supervision from the Senior Management Team

Desirable

- Fluent in at least one of the following languages, , Urdu, Hindi, Punjabi, Gujarati, Bengali, Turkish, Farsi or Arabic
- Experience of providing training for frontline staff

Awareness

- An understanding of the issues effecting young people, particularly BME groups
- An understanding of the impact of discrimination on the lives of BME women and girls
- A commitment to equal opportunities in the provision of the Network's services
- Commitment and understanding of the aims and objectives of the Network
- Experience in planning, developing and delivering advocacy, advice and support services
- Experience of working in the voluntary or community sector
- Experience of multi-disciplinary work including child protection
- Experience of working with the BME women and girls
- Knowledge of child protection legislation

PROFESSIONAL DEVELOPMENT

- To attend regular supervision and appraisal meetings
- To keep up to date and to meet identified learning and development needs as appropriate, maintaining professional standards and remaining accredited at appropriate level

TEAM WORK & SERVICE DEVELOPMENT

- To attend and contribute to staff meetings
- To attend and actively participate in other meetings as required, and to take an active role in the planning and development of the Service
- To network and liaise with external agencies as agreed

CIRCUMSTANCES

Essential

- The post requires occasional evening and weekend work