

## Job Description

<b>Triage Legal Advisor</b>	
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<b>Salary</b>	£29,875
<b>Location</b>	Asylum Aid offices in Highbury, London N1
<b>Line Manager</b>	Legal Team Manager
<b>Technical Supervisor</b>	Solicitor

### Purpose of Post

The Triage Advisor will lead on Asylum Aid's outreach advice and initial enquiry assessment work. The role will focus on delivery of legal advice outreach surgeries for destitute asylum seekers; providing assessment and advice on initial enquiries; and feeding in cases to the Legal Team for representation/ onward referral. The Triage Advisor will also contribute to Asylum Aid's policy development and campaigning work on access to legal advice.

### Main Tasks and Responsibilities

#### Outreach and advice

- Deliver regular legal advice outreach surgeries including any follow-up work such as legal and country research;
- Operating Asylum Aid's advice line and dealing with other initial advice enquiries, providing advice and identifying cases for potential representation;
- Preparation of cases for triage internally within the Legal Team and/or make onward referrals;
- Provide training and project updates for staff and volunteers working with destitute asylum seekers at the outreach surgery venues;
- Attend external meetings relevant to the promotion and development of the project;
- Where appropriate maintain client files and records in line with Asylum Aid's file management requirements;
- Work on the project evaluation, providing data and interim reports on findings to Asylum Aid and partners;
- Use the evidence base generated to identify policy issues that can feed into Asylum Aid's wider policy and campaigning work.

#### Asylum Aid

- Complying with OISC/ LSC/SRA regulations;
- Keeping abreast of all relevant developments in asylum/immigration law and practice as appropriate;
- Attending and actively participating in regular Legal Team meetings;
- Contributing to Asylum Aid's research, information, policy development and lobbying and campaigning activity;

#### General

- Supporting and assisting colleagues in carrying out their duties;

- Attending Asylum Aid staff and campaign meetings, and internal and external training sessions;
- Attending regular supervision meetings with the Technical Supervisor (legal and technical issues) and the Legal Team Manager (personnel and line management issues);
- Adhering in full to all Asylum Aid's policies and procedures;
- Undertaking any other relevant duties as required by the Technical /Supervising Solicitor or Legal Team Manager.

## Person Specification

### Triage Legal Advisor

Your application form should show clearly how you meet the requirements for the post set out in the person specification below. You must not assume that your experience speaks for itself.

*Your application will not be considered if you are unable to demonstrate clearly the relevance of your past experience, or if your past experience does not add up to two years.*

The Asylum Aid Caseworker will possess the following experience, knowledge and abilities

#### Essential Requirements

##### Experience

- at least 2 years full time experience (or the part-time equivalent) of giving legal advice to, and undertaking legal advice and representation on behalf of asylum applicants in the UK;
- at least 1 years experience of maintaining a caseload of complex asylum cases in line with OISC and LSC regulatory requirements;
- OISC Level 3/Immigration and Asylum Accreditation Scheme Level 2
- Specific experience of providing advice and legal representation on gender based claims for asylum and working with vulnerable women asylum seekers.

##### Knowledge

- Awareness and working knowledge of the law and policy as it relates to asylum seekers and specifically to asylum applications, appeal process and making fresh representations in the UK;
- familiarity with the requirements of the Office of the Immigration Services Commissioner and the Legal Services Commission in relation to the conduct of cases and file management;
- a good understanding of the backgrounds and experiences of asylum seekers, both in their countries of origin and in the UK, and of the impact these have on their asylum applications;
- a good understanding of the barriers asylum seekers face regarding access to legal advice and the reasons why they may become destitute and the difficulties they face accessing advice and support to lift them out of destitution;
- awareness of the welfare and support entitlements of asylum seekers in the UK;
- a strong awareness and understanding of gender issues in relation to the asylum determination process and experience of women fleeing persecution and human rights abuses;

##### Abilities

- the ability to maintain a high number of cases at any given time for assessment and triage purposes;
- the ability to maintain a high level of client care, recognising the difficulties and constraints inherent in providing legal advice services;

- the ability to work co-operatively with colleagues, both in terms of the delivery of Asylum Aid's legal services, and in the general running of the organisation;
- the ability to work autonomously, to prioritise workloads and to ensure that all deadlines are met;
- the ability to analyse and assess detailed information, and to grasp complex issues rapidly;
- the ability to communicate effectively with people from a wide range of backgrounds, many of whom do not speak or read English and who may have experienced torture, persecution or other trauma;
- the ability to deal empathetically and supportively with asylum seekers in general and the specific sensitivities needed when dealing with issues relating to gender based violence;
- the ability to communicate fluently and effectively in English, with a range of internal and external contacts, including outreach partners and referral agencies, Government and local authority officials;
- the ability to be self-servicing in an office environment and to be able to use the full range of standard IT applications;
- the ability to work outside normal office hours on occasions, as required;
- the ability to travel in order to carry out the responsibilities of the post.

### **Desirable Requirements**

- Level 2 (Senior Caseworker) accreditation under the Immigration and Asylum Accreditation Scheme;
- experience of advocacy in Asylum and Immigration Tribunal appeal hearings;
- experience of providing legal advice and representation to destitute asylum seekers, particularly preparation of fresh claim applications, making submissions based on Article 8 of the ECHR, extensions of leave, and applications for naturalisation;
- experience of providing legal advice and representation, under the supervision of a solicitor, in respect of Judicial Review or in statutory appeals to the Court of Appeal
- knowledge of one or more languages, in addition to English, likely to be of use when working with asylum seekers;
- the ability to design and deliver training courses and workshops on asylum and related legal issues for a varied range of participants;
- personal experience of being a refugee and applying for asylum in the UK;

### **Asylum Aid**

**Dec 2011**