



JOB DESCRIPTION – LATIN AMERICAN WOMEN'S AID

Position	Immigration legal Adviser
Responsible to line	VAWG Advice Centre Manager
Responsible for	One volunteer
Salary	£32,000 – Full time equivalent 35 hours a week One year fixed term contract
Benefits	20 days of annual leave plus 8 bank holidays 2 weeks of customary leave in December Availability of flexible working hours upon agreement A Perkbox account – giving you instant 24/7 access to more than 250 perks, including free drinks, cinema tickets, shopping discounts, online GP appointments, fitness classes, learning courses and much more.
Time allocation	28 or 35 hours a week
Location	LAWA's Offices in Hackney, London.

Job Purpose

Latin American Women's Aid is a community-based women organisation supporting Latin American and other Black and Minoritised women and children survivors of different forms of gender-based violence, mainly Domestic Violence. This role will be part of our Violence against Women and Girls (VAWG) Advice Centre.

The focus of the role is on supporting Latin American and other Black and minoritised women survivors of different forms of gender-based violence who are facing immigration challenges through the provision of specialist immigration advice (at the equivalent of OISC Level 2 and above) and casework. There will be particular focus on working with women who are assessed as *No Recourse to Public Funds*.

Main Duties and Responsibilities

- To support, provide legal advice, and manage caseload of women supported by LAWA at our Advice Centre and Refuges who are fleeing different forms of gender-based violence, and are facing immigration challenges when seeking support.

- To provide comprehensive, accurate and impartial advice and assistance to those requiring immigration support.
- To collect and build evidence using the human rights-based instruments and linking them to frameworks such as the Istanbul convention, pan London agreement.
- To ensure that any issues in relation to Child Protection matters are brought to the immediate attention of the line manager, or if unavailable another project manager.
- To work within the confines of confidentiality and ensure that professional boundaries are always maintained when working with residents, staff and external bodies and to work within LAWA's Code of Conduct. To ensure that security of sensitive information is maintained.
- To work within and implement all LAWA's policies and procedures, especially those on Individual Support, User Involvement, Health and Safety, Equal Opportunities, Confidentiality and Security.
- Carries overall responsibility in work planning, budgeting, and monitoring and information/reporting. To provide any reports or monitoring statistics as required.

Other duties

- To team meetings.
- To attend any meetings or training either internal or external as requested by the line manager and to attend regular supervision sessions.
- To keep up to date with literature on housing legislation domestic violence as well as the effects of domestic violence e.g. through reading and training events.
- To attend the A.G.M.
- To record appointments and meetings in the shared office diary on a regular basis.
- To attend supervision and appraisal meetings with the Line manager.
- To identify and attend relevant training as necessary.
- Any reasonable duties, which may be required in pursuance of LAWA's objectives and the role.

Flexibility Clause: From time to time, the post holder will be required to undertake duties that are consistent with the work of LAWA. The post holder must be flexible and be able and willing to take on such duties, which are not significantly out with the scope of the JD and the nature of the role.

Person Specification – Housing legal advisor

Requirement	Essential
1. Over 3 years of client-facing immigration work experience in a UK legal firm	Essential
2. Registered with the OISC at least at Level 2	Desirable
3. Good knowledge of welfare rights and immigration legislation.	Essential
4. Ability to communicate clearly verbally and in writing, including the production of written reports. Good oral and written command of English and Spanish.	Essential
5. Ability to work as part of a team ensuring the provision of a high quality service.	Essential

6. Ability to develop an appropriate, professional, supportive relationship with abused women and their children keeping boundaries at all times.	Essential
7. Good IT skills.	Essential
8. Ability and willingness to work flexible hours occasionally.	Essential
9. The ability to undertake casework, exercising initiative and flexibility within a demanding environment. Able to use own initiative and have a positive proactive approach to work.	Essential
10. Ability to manage crises including making rapid assessment of needs.	Essential
11. A commitment to follow the policies, procedures and principles of LAWA and be committed to empowerment, support and equality, which underpin all the work undertaken by the organization.	Essential
12. An ability to work within a line management structure	Essential
13. Proficiency in Portuguese	Desirable

LAWA aims to be an Equal Opportunities employer. In light of the nature of work and focus of LAWA, the organisation **considers the candidate's race and gender**, to be an occupational requirement in accordance with Parag. 1, Schedule 9, of the Equality Act 2010. This post is open only to Latin American and other Black and Ethnic Minoritised Women.

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Please note that we are not able to sponsor any work permit or visa.

To apply please send your CV and a letter of intention to recruitment@lawadv.org.uk.
In the email subject, please indicate the post you are applying to.

Deadline: 6th August 2021 – We reserve the right to close earlier if the right candidate is appointed. We encourage early applications.