

APPLICATION PACK

JOB DESCRIPTION

PLEASE READ PAGE 1 OF THE GUIDANCE NOTES FOR MORE INFORMATION ABOUT THIS DOCUMENT

Job Title: Trainee Immigration Adviser

Reporting to: Immigration Supervisor

Location: St Pauls Advice Centre (SPAC) Bristol

Main Purpose: Working under the Immigration Supervisor, the Trainee Immigration Adviser is responsible for the delivery of SPAC's free, independent specialist immigration advice, advocacy and representation services.

**Responsibilities:
Advice and
casework**

- Provide specialist immigration advice at OISC level 1 or higher to SPAC clients in accordance with SPAC policy, procedure and relevant quality standards.
- Manage a caseload of clients and provide accurate legal advice and assistance related to their immigration issues.
- Participate in running drop-in and outreach sessions, advising clients on a variety of immigration issues.
- Manage referrals and appointments with clients
- Conduct interviews and identify and gather relevant evidence to support immigration applications
- Complete immigration applications in accordance with clients' instructions
- Ensure clients are kept regularly updated and given accurate and detailed advice face to face and in writing
- Liaise with the Home Office and other relevant professionals and departments about clients' immigration matters
- Deliver advice sessions and appointments in the advice centre and other locations, including providing telephone assistance.
- Ensure all advice and casework complies with the requirements of the OISC and SPAC's Office Manual.
- Manage and maintain competencies associated with OISC registration at the appropriate level for the individual and organisation.
- Maintain accurate and up-to-date records on each case.

- Keep up-to-date with relevant legislation, policies and practices.
- Contribute to SPAC's monitoring, advocacy, and campaigning efforts.
- Assist in ensuring the delivery of SPAC advice services to funding or contract targets and providing cover for advice sessions where needed.

Other responsibilities

- Engage in line management, supervision and annual performance appraisal with the Immigration Supervisor.
- Work as a member of a team, give and receive support, and work considerately and co-operatively with other team members.
- Comply with the Centre's Equal Opportunities policy and work in an anti-discriminatory/non-judgemental manner.
- Attend and represent SPAC at internal and external meetings and events.
- Undertake relevant statutory and personal development training.
- Carry out all such other duties appropriate to the post as required.

Salary, Working hours & Benefits:

- Salary: £16,626.60 actual (£27,711 full time equivalent NJC 12)
- Support to take OISC exams and register with OISC if applicable.
- Fixed Term contract until 31st March 2026.
- Working hours: 21 hours per week.
- Annual Leave: 30 days per year (pro-rata)
- Extra 3 days annual leave between Christmas & New Year
- Pension Scheme: 5% employer's contribution