

WE ARE HIRING

Join Our
Team



What are we looking for?

We are looking for highly motivated compassionate individuals who are ready to make a difference to vulnerable women.

Job Title: Immigration Caseworker

Locations: Coventry/Leicester

Hours: 37.5hrs per week

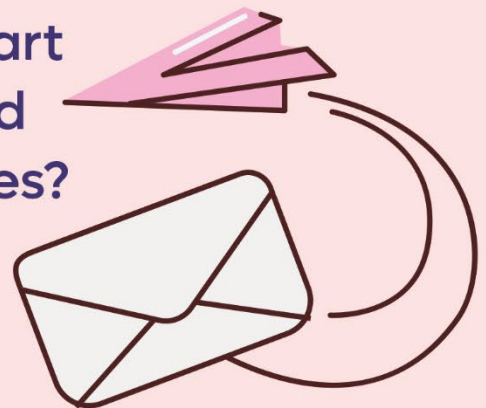
Salary: £26,000 - £29,000 per annum

Contract:

Interested in being part
of a diverse team and
helping transform lives?

Send us your CV:

hr@safehouse.org.uk



Panahghar

ABOUT THE ROLE

As the Immigration Caseworker, you will manage a caseload of clients. You will work closely with other members of the Legal branch to offer the best advice and service to each individual client. Providing immigration/asylum advice and casework to clients in relation to their status.

You will register and interview clients to establish their immigration history and status. You will also assist clients to gather evidence in support of their immigration applications.

In this key role, you will also obtain legal documents that are relevant to each client's case from previous solicitors and other relevant sources including the Home Office.

You will make applications for asylum/LTR as appropriate and refer clients to new legal representatives and/or signpost them to other services or agencies where necessary.

You will also develop professional relationships and referral links with law centres and solicitors' firms and other relevant organisations assisting migrants.

You will advise on or make referrals to other services where appropriate, such as NHS treatment or specialist accommodation.

You will also help with campaigning on legal issues.

Data: To maintain up to date and accurate records on each case, and to support project monitoring and evaluation and other initiatives or needs, e.g. campaigning, financial monitoring, research or advocacy purposes.

To carry out administrative tasks (e.g. word-processing, recording information onto database, filing etc.) in support of own work and the team as necessary.

To develop resources and on occasion work with the Manager to deliver relevant training to other staff, e.g. on understanding the rights attached to each type of immigration status.

To participate fully in regular team meetings, and other staff meetings, planning and review sessions, conferences and working groups as required.

To contribute to the development or refinement of Panahghar policies and procedures.

In agreement with management and trustees, to assist in promoting and publicising the work of the Panahghar.

To represent Panahghar at external meetings or events as required.

To take on other duties which are consistent with the nature of the post and which may arise as the Trust develops and reviews its services, as required.

To participate fully in individual supervision, training and appraisal.

About You

- You will be qualified to OISC level 3 and you will have a depth of experience that will demonstrate your working practice is at this level also.

Additional requirements:

- Ability to work flexible hours.
- Be mobile and able to drive city wide at short notice (car driver with use of a vehicle).

You will need to be able to drive with a current driving license and access to a vehicle and business insurance.

You will need a clear DBS.

This vacancy is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

The post holder must be a bilingual speaker in a community language; preferably Hindi and/or Urdu and/or Punjabi.

WHO ARE WE?

Panahghar is a leading charity established in Coventry for many years. We provide a free dedicated BAME multilingual support, advice and advocacy and access to safe refuge for victims and their families of domestic abuse, sexual abuse or gendered abuse in Coventry and Leicester.

We are proud to make a difference and advocate the right for every person to live a life free from violence.

WHY JOIN OUR TEAM?

You will become part of our friendly, dedicated working environment and work with a highly motivated team, recognised for their knowledge and expertise and passion about providing a safe refuge for victims and their families from domestic abuse, sexual abuse or gendered abuse. In addition to this we also offer, 20 days annual leave (plus, statutory bank holidays), and an attractive contributory pension scheme.

At Panahghar, we embrace the unique worth of women from all backgrounds, identities, and circumstance. As a professional, flexible, helpful and inclusive charity, we strive to celebrate all individuals. We are committed to creating a sense of belonging, educating, and developing an inclusive community, and welcoming the value of diversity.

We recognise that some applicants may wish to work flexibly, and we welcome discussions regarding this. Please discuss this with us as part of the recruitment process.

We encourage candidates to submit their applications as early as possible and not to wait until the published closing date. We reserve the right to remove this advert or close it to further applications at any point during the recruitment process.

CLOSING DATE
SUNDAY 2nd July 2023