

Caseworker - Job Description

- Salary £25,500 – 27,500 pro rata per annum (depending on experience)
- 0.8 FTE (30 hrs per week, flexible working requests will be considered)
- One-year fixed term contract
- UK Legal and Arrivals Team
- London office (currently working remotely)
- Reporting to Head of UK Legal and Arrivals
- Line management responsibilities: N/A

Safe Passage is recruiting a **Caseworker** to work four-days per week. We are looking for an enthusiastic, organised, and motivated individual to support our UK Legal Team.

You will be joining Safe Passage at a particularly critical time, contributing to our new UK legal strategy to defend the rights of asylum-seeking children in Europe with family links in the UK in the context of Brexit.

The post-holder will provide support to the UK legal team on their casework and wider legal tasks. They will be at the heart of Safe Passage's ground-breaking work to protect and strengthen safe and legal routes for those seeking sanctuary in the UK.

You will be attentive to detail, flexible, efficient, able to manage your time well, and to work well both independently and under supervision as part of a small and dynamic team.

Key responsibilities

1. Administrative and legal support:

- Assist the legal team to manage new case enquiries, including:
 - contacting prospective clients to find out more information about their case
 - opening up new files on our case management system and
 - dealing with referrals
- Assist the legal team with specific tasks on family reunion cases, which could include:
 - Obtaining, reviewing, and collating supporting documents
 - Assisting with online application forms
 - Contacting and liaising with lawyers and social workers in other European countries, such as France and Greece
 - Contacting the Home Office for updates
 - Conducting legal research
 - Taking instructions from and updating the client
 - Preparing draft documents, such as statements
 - Updating our case management system
- Assist the legal team with referrals to SP's network of legal aid solicitors whom we refer cases to . This could include:
 - Obtaining and preparing necessary documents
 - Drafting detailed case chronologies and case summaries
 - Liaising with legal aid solicitors
 - Updating our case management system

2. Supporting with training and information work:

- Assist the legal team to organise and publicise trainings and events on legal developments on family reunification work

- Help the UK legal team to disseminate relevant information on legal developments to UK and European lawyers and other relevant stakeholders

3. Contribute to development of case management system & legal partnerships:

- Help develop effective and efficient processes for the UK Legal programme, working closely with SPI's overseas legal teams in France and Greece, including but not limited to intake process, enquiry tracking, referral criteria, and reporting
- Assist with maintaining and developing strong partnerships with law firms to ensure swift referrals of judicial review, family reunion and asylum cases

4. Active team participation:

- Produce reports on casework and general work undertaken by UK Legal and Arrivals
- Be a pro-active member of our team, supporting different colleagues with their work where required.
- Actively contribute to SP's overall strategy and work with colleagues to ensure the organisation realises its vision and mission

Person Specification

Skills and Abilities:

- Excellent legal and administrative skills
- Excellent verbal and written communication skills
- Excellent interpersonal and relationship management skills and an ability to deal professionally and collaboratively with beneficiaries and both legal and not-for-profit stakeholders
- IT proficient, preferably with experience using Salesforce and Excel

Other requirements:

- Knowledge of the immigration/asylum/refugee sector
- A commitment to Safe Passage's programme and values
- Enjoy working with a small team in a flexible and fast-paced environment, as well as being an independent self-starter
- Excellent attention to detail, responsiveness, reliability and dependability
- Interest in collaborating with non-legal colleagues to bring about systemic change
- Right to work in the UK
- The successful candidate will be required to obtain an enhanced DBS certificate (we cover the cost). However, a criminal record is not a barrier to working at Safe Passage.

Qualifications/Experience

- At least one year's legal casework experience (essential)
- Working with refugees, young people and/or vulnerable people (desirable)
- OISC or IAAS qualified (desirable) or prepared to work under supervision and study to become qualified
- Experience in immigration law (desirable)
- Educated to degree level, preferably law or social sciences (desirable)

Desired

- Knowledge of the following languages is useful: Arabic, Tigrinya, Pashtu, Dari, Farsi, French, Greek, Italian.

Working at Safe Passage

We are ground-breaking, determined and compassionate. Committed to opening and defending safe, legal routes to people seeking sanctuary, particularly children.

We enjoy creativity, imagination, challenge and a good sense of humour. We work hard to deliver excellence for all our partners: clients, donors and other strategic partners. We look for talented, passionate souls to join our team and take us further.

Safe Passage is a flexible workplace. We are responsive to flexible working needs including disabilities, childcare, carers and others. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability and strive to build a workforce reflective of the communities we work in. People with lived experience are particularly encouraged to apply. We invest in our staff and volunteers and aim to help everyone fully achieve their potential. We are a passionate, talented, hard-working team of 25 staff across London, Greece, and France.

How do I apply?

To find out more about the role and apply please <http://safepassage.org.uk/get-involved/jobs/>

Apply by sending your CV and a cover letter that addresses each point of the Person Specification and tells us why you would enjoy this role and working for Safe Passage. Send your application to recruitment@safepassage.org.uk with the Email Subject Line: First name, Surname, Caseworker/Paralegal Application. Attachments should be titled First name, Surname Cover Letter or CV

Closing date: Monday 16th November 2020 at midday

Anticipated interview dates: Week beginning 23rd November (remote)

For an informal discussion about the role, please email hr@safepassage.org.uk