

# **Immigration Advisor OISC Level 2 Information for Candidates**

## Contents

Letter from the President.....	3
About Sangam .....	4
Role Description.....	5
Person Specification.....	7
How to Apply .....	7



## Letter from the President

Dear Candidate,

Thank you for your interest in Sangam Association of Asian Women, a not-for-profit charity based in Barnet established and managed by Asian Women.

For over forty years, Sangam has been at the forefront of hands-on community service. Established in 1971, it provided activities for the distressed immigrants of Asian origin, to socialise and integrate into their new society. Today, its core activity is still the Advice Centre and Counselling Services which provide free services at to all those in the wider community requiring help and guidance. The consistent high standards of the services and the dedication of the volunteers have made Sangam one of the most respected voluntary organisations in UK and recipient of the Queen's Golden Jubilee Award.

Sangam's aim has been to keep abreast with the ever-changing needs of the community and expand its services accordingly. We give advice on immigration, welfare benefits, debt to name a few, and have now added Counselling services for Domestic Violence and Mental Health sufferers, as well as, Personal Debt counselling. We serve almost 6000 clients a year at our purpose-built centre of which the halls are hired out to generate income. Our aim is to raise funds for these deserving services that help empower socially and economically disadvantaged people.

We have a post of Immigration Advisor to provide advice and casework service to clients from the diverse community and the Asian speaking community. The role involves advising in all areas of Immigration Law to OISC level 2.

Sangam is proud to confirm that we successfully meet the requirements and have the OISC Certification and the Advice Quality Standard Certification.

Working alongside a committed and experienced team of advisors, you will bring experience and professionalism to this role. If this opportunity inspires you and you have the relevant experience and excellent communication skills then we look forward to hearing from you.

**Sudha Sanghani**

President  
Sangam Association of Asian Women



## About Sangam

Sangam, a rare association in the not-for-profit sector, is managed by Asian women volunteers. It is now into its 40th year, and its purpose-built centre into its 20th year. Sangam was honoured to have The Centre inaugurated by the late Diana, Princess of Wales, in 1991.

Established in 1971 to help the influx of immigrants from East Africa who felt isolated and distressed, it provided activities for them to socialise and integrate into their new society. Today, its core activity is still the Advice Centre which provides free services to all those requiring help and guidance. The consistent high standards of the services and the dedication of the volunteers have made Sangam one of Barnet's most respected voluntary organisations. It has been at the forefront in providing the much needed support and help to the wider community.

Sangam has kept abreast of the ever-changing demands and needs of the community at large by providing different aspects of services. By researching and reaching out to the community, Sangam has got much needed funding for projects such as Domestic Violence Counselling for women, men and young people and the Young Dragons, a programme specifically aimed in developing and improving core life skills for young people aged between 15 and 25 years.

In 2006, Sangam was a proud recipient of the Queen's Golden Jubilee Award, a jewel in Sangam's crown which has served to raise the profile of Sangam nationally for voluntary services.

What make Sangam exceptional is its neutrality, independence and self-reliance. Sangam's Advice Centre is largely funded by hiring out its halls and facilities. It is secular, non-political and open to all regardless of race, gender or disability. The impact to the society can be felt through the comments of appreciation by the clients who come to our advisors and counsellors. More than 6000 people a year are served by Sangam's Advice Centre, aptly considered by the local population as a pillar of the Barnet community.

The kind message from the Home Office on behalf of the Prime Minister read out on Sangam's 25th Anniversary sums up all: "One of Sangam's strengths is that it is managed by Asian women and so will provide a service sensitive to the needs of a group not always well-served by mainstream services. However it is to Sangam's credit that it is open to all – an example of social inclusion at its best".

## Role Description

<b>Position:</b>	Immigration Advisor (OISC Level 2)
<b>Hours per week:</b>	30 hours per week (alternate Saturday mornings)
<b>Salary:</b>	£23,000 pa - £25,000 pa (Depending upon experience)
<b>Contract:</b>	Permanent
<b>Reporting to:</b>	Manager
<b>Closing Date:</b>	22 <sup>nd</sup> September 2017

## Purpose

The caseworker will advise and represent clients from the diverse community and Asian speaking community and other communities in all areas of Immigration Law taking cases as necessary to OISC level 2.

## Main Duties

- To ensure that all advice, assistance complies with the requirements of the law in the UK.
- To participate in staff meetings, to assist in improving the Immigration Advice Service policies.
- To be responsible for case recording, case filing, referrals, and follow-up cases
- To prepare regular reports
- To report on the work of the Immigration Advice Service to the Sangam Development Manager & Management Committee on a regular basis
- To up-date contact list of other agencies in relation to Immigration work.

## Advice and Casework

- a) To provide an advice and casework service to clients of Sangam Association of Asian Women. This is to include interviewing clients, advising them of their rights and responsibilities, assessing suitability and effectiveness of alternative courses of action, advising on Immigration procedures.

- b) To assist clients in liaising with other people and organisations to resolve their Immigration problems where possible.

### **Professional Development**

- a) To attend courses on new legislation, specialist skills and the use of information technology.
- b) To keep up to date with the changes in relevant legislation.
- c) To read the relevant law journals.

### **Social Policy**

- a) To be alert at all times to the social policy implications of issues presented by clients and provide regular feedback to line manager.

### **Equal Opportunities**

- a) To have regard at all time in the planning and execution of duties to Sangam Centre Equal Opportunities Policy.

### **Special Features**

- a) In addition to the tasks and duties listed in this job description; to undertake such duties as may be identified and which are generally compatible with the functions of the post
- b) To be flexible and adjust to changes as needed within the Sangam Association of Asian Women

## Person Specification

**Job Title: Immigration Advisor (OISC Level 2)**

### Essential Criteria

#### Experience

1. At least 2 year's recent full time immigration advice work or part time equivalent.
2. Experience of Casework

#### Skills and Abilities

1. Ability to communicate effectively and sympathetically with people from a wide range of communities whilst also being assertive when necessary.
2. Ability to implement equal opportunities practices
3. Representation and advocacy skills
4. Ability to work in a team and willingness to undertake necessary training.
5. Ability to be self-directing, work on own initiative and be flexible.
6. IT skills (word processing, databases and use of internet)

#### Knowledge

1. Immigration related procedures
2. Immigration related benefit issues
3. Understanding of issues relating to migrants and refugees
4. Qualified to OISC Level 2

#### Desirable Criteria

1. Paid work in the sector
2. Knowledge of welfare rights
3. Understanding of policy issues in relation to immigration work
4. Ability to speak Asian Languages (preferable Gujarati or Hindi).

## How to Apply

Candidates need to fill in the attached application form.