



TAMIL WELFARE ASSOCIATION (NEWHAM) UK

602 Romford road
Manor Park
E12 5AF
Tel: 02084780577

Website :www.twan.org.uk

email:twan@twan.org.uk

Job Title: Tamil speaking Immigration caseworker – minimum OISC Level 2/ Solicitor

To note: This is a part time role. Hours will be negotiated upon appointment

Interview Dates: To be confirmed

Office location: 602 Romford Road, Manor Park E12 5AF

About TWAN: The Tamil Welfare Association Newham UK ("TWAN") is a community based legal advice clinic, providing a range of services aimed at the growth and empowerment of Tamil speaking individuals in the United Kingdom.

TWAN has successfully completed 34 years of service to the Tamil community in the UK and continues to grow. Formed initially to assist asylum seekers and victims of war and torture, we continue serve this group as well as specialising in other immigration matters. We also provide advice across a range of social welfare areas.

TWAN is OISC accredited and holds the Legal Aid Agency's Specialist Quality Mark.

Job Description:

We require a Tamil speaking immigration level 2 caseworker to join our immigration team on a part time basis.

The successful candidate should have a minimum of 2 years of casework experience in immigration work.

Tasks will include:

- Preparation of immigration applications including taking instructions and making online applications – this requires significant levels of client contact;
- Providing telephone advice in Tamil and able to undertake outreach work when required;
- Remaining aware of all relevant rules, policies and best practice affecting all aspects of immigration;

- To help manage and be responsible for one's own casework, advice to clients and general service delivery, ensuring the highest standards are consistently met.

Requirements:

Applicants must:

- Hold minimum level 2 OISC accreditation/ be qualified as a solicitor;
- Must be Tamil speaking in order to serve TWAN's client base effectively;
- Possess excellent communication skills, both written and oral;
- Be comfortable with using Microsoft Office and the online system for immigration work;
- Demonstrate high levels of analysis;
- Have experience of client contact and care and previous experience of immigration work;
- Support existing staff and volunteers.

Salary: £18,000 on pro rata basis. Can be negotiable dependent on experience and ability.

To apply, please send your CV and a covering letter to: Twan@twan.org.uk

Phone: 02084780577

Closing date: Recruiting on rolling basis