



## **TAMIL WELFARE ASSOCIATION (NEWHAM) UK**

Website :[www.twan.org.uk](http://www.twan.org.uk)

email:[twan@twan.org.uk](mailto:twan@twan.org.uk)

Tel: 0208 478 0577

**Job Title: Asylum/Immigration Senior Caseworker/Solicitor**

To note: This role is available on a full time basis.

### **Job Description:**

We require an accredited immigration caseworker /Solicitor to join our immigration team. The successful candidate will be the sole caseworker in the Organisation and will be able to take on an existing cases. The potential applicant requested to send your CV with a covering letter to [twan@twan.org.uk](mailto:twan@twan.org.uk)

### Tasks will include:

- Preparation of immigration applications including taking instructions and making online applications – this requires significant levels of client contact;
- Providing telephone advice 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.
- Filing Judicial review application and perusing.

### Requirements

Applicants must:

- Be qualified as a solicitor or be resisted with the OISC level-3
- 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.

**To apply, please send your CV and a covering letter to: [Twan@twan.org.uk](mailto:Twan@twan.org.uk)**

**Salary:** Negotiable depending on experience

**Closing date: 5 March 2022**

**Interview Dates: 12 March 2022**

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

**About TWAN:** The Tamil Welfare Association Newham UK ("TWAN") is an OISC accredited, 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 35 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.