**IMMIGRATION PROGRAMME MANAGER**

**Responsible to**: Operation Manager/Executive Director

**Status**: 25 hours p/w for the first 6 months, 29 p/w afterwards (including Saturday)

**Location**: Edgeware Office/ Remote working

**End of fixed term**: July 2021, extendable for another 3 years subject to funding

**Salary**: £22,000 per annum for the first 6 months. Can go up to £26500 per annum, based on experience.

**Deadline for Applications**: 30/February/2021. (suitable applicants will be offered an interview immediately due to the urgency of the position)

**How to Apply:** Pleasecomplete the attached Application form and send it to [jobs@paiwand.com](mailto:jobs@paiwand.com) as soon as possible. Please use the same email for any enquiries.

**Note:** for your further convenience, the application form is provided in the end of this document.

**About Afghan Association Paiwand**

Paiwand is a refugee community organisation that works to benefit the refugee

and migrant communities in the United Kingdom by reducing poverty, advancing education,

and relieving suffering through the provision of several services, including advocacy,

supported housing, mental health, youth programmes and others. It currently assists over

2000 beneficiaries each year throughout north London.

**Organisation Aims**

Paiwand aims to assist and enable refugees and asylum seekers to have

their views considered by the organisations who make decisions which affect them.

The service provides people with advice and support in several areas including housing,

welfare benefits, legal rights, education, immigration, and mental health. We aim to enable

refugees living in North West London to successfully integrate and access services by

providing support, information, and representation across a range of areas, in response to

client needs. The advocacy service provided by Paiwand is both free and independent.

**Immigration Programme Manager Job Purpose**

The post holders main aim is to develop and supervise the Immigration Programme at

Paiwand. We currently provide one-to-one specialist advice, casework, and practical support

to London-based migrant and refugee clients in the areas of immigration & asylum (up to

OISC L2-3), however we are urgently in need of an Immigration Programme Manager to help develop the service considering some changes to OISC code of standards and new immigration framework. We require an immigration casework manager who is trained to OISC level 3 to manage all our activities including remote working services, Brent Hub outreach, Saturday Immigration Clinic etc. and supervise some of our immigration advisors. There will be a 4 months’ probation period for this role.

**Key responsibilities:**

* To review the current immigration service. This includes working with

the director and other managers to develop assessments, policies, procedures, and case management tools.

* To take the lead in supervising volunteer immigration advisers and trainee advisers

in our Saturday Immigration Clinic or remote working scheme.

* Provide one-to-one specialist advice (including immigration advice to OISC L3) and

support to London-based migrant and refugee clients by phone, email, and face to face

and video-calls.

* Provide thorough follow-up immigration casework and support where appropriate

and provide clear and accurate signposting, referrals, and active referrals, where

possible and appropriate.

* Assist in evidencing the impact of work done, including recording, monitoring and

reporting against project targets.

* Work with colleagues in Paiwand to maintain and develop our holistic approach and

commitment to human rights, community development, diversity, and best practice

in working with vulnerable migrants.

* To coordinate our out-of-office services and collaborate with the hub centres where we deliver services.
* Work closely with our funders and OISC to ensure we meet our funding and compliance obligations on time.
* To develop and manage effective remotely delivered services that leave no vulnerable clients behind.
* To collect and analyse data and feed them into the policy of the organisation
* Develop and update the Immigration Advice Handbook for sustainable record of the project activities, policy, and procedures. This should also reflect relevant legal framework, monitoring and evaluation tools and annual reports and surveys.

**Qualifications and Requirements:**

* Trained as a solicitor or as a level 3 OISC adviser
* Experience in providing immigration advice for at least 5 years
* Experience developing case management procedures in line with OISC code of

standards is desirable.

* Experience providing supervision to OISC trainee immigration advisers
* Availability on Saturdays to assist in the Immigration Clinic.
* Be able to speak and write English fluently. Knowledge of foreign languages is also a plus.
* Committed to assisting the refugee and migrant community in line with Paiwand’s

values, policies, and procedures.

* A degree in law or law practice qualification in UK or other Common or civil law jurisdiction is desirable.

**Person Specification:**

* Humble, tolerant, hardworking, and meticulous
* Strong sense of empathy for vulnerable clients
* Ability to work or collaborate with other staff and volunteers

**Afghan Association Paiwand**

**Employment Application Form for the Post of:**

**Part A – Personal details –***please complete form in black ink or type to enable clear photocopying.*

Surname: (Block Letters) …………………………………………………………………………………………

Forenames: …………………………………………………………………………………………………………...

Address: ………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………….

…………………………………………………………………… Post Code: …………………………………….

Telephone No: Home: ……………………………………… Work: ………………………………………….

Email: …………………………………………………………… Date of Birth: ………………………………….

**Part B – Health -** Please state number of working days lost through illness in the last two years:………...

Do you have a health problem or disability relevant to your application? YES/NO\* If yes, please give

Details: ………………………………………………………………………………………………………………..

**Part C – Further Particulars -** Do you have a current, valid driving license?

YES/NO\*

Part D – Referees – **Please give details of two people willing to act as referees for you. They cannot be family members and one of these should be your current or most recent employer.**

Name: ……………………………………………….. Name: ………………………………………………….

Address: ………………………………………….…. Address: ………………………………………………..

……….………………………………………………… ………………………………………………………….

Tel No: ……………………………………………….. Tel No: ………………………………………………….

Email: ………………………………………………… Email: …………………………………………………...

May we contact your referees before interview? YES/NO (Delete as appropriate)

***Applicants for posts within Paiwand involving work with children/young people/vulnerable adults: Please note that at least one of the two referees should be familiar with your previous experience with the relevant client group.***

**Part E – Education / Qualifications:** Please give details of education and qualifications achieved:

|  |  |  |
| --- | --- | --- |
| **Establishment** | **From-To** | **Qualifications** |
|  |  |  |
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**Part F – Training:** Please give details of any vocational or professional training, short courses, on the job training, etc., which may support your application:

|  |  |
| --- | --- |
| **Dates** | **Title and brief description of course/training programme** |
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**Part G – Other skills:**

1. Languages …………………………………………………………………………………………………..

2. Information/Communication Technology: ………………………………………………………………...

**Part H – Present or most recent employment:**

Job title: ……………………………………………… Employers name and address: ………………………..

Salary: ……………………………………………….. ……………………………………………………………..

Dates: From ……………………….. to …………… ……………………………………………………………..

Notice period required: …………………………….. …………………………………………………………….

Reason for leaving: …………………………………………………………………………………………………..

………………………………………………………………………………………………………………………….

Duties undertaken: …………………………………………………………………………………………………..

………………………………………………………………………………………………………………………….

**Part I – Previous employment:** Please give details of your previous employment history. *Please continue on, and attach, a separate sheet if required. (Please limit to one side of A4).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employers’**  **names/addresses** | **Dates of**  **employment** | **Main duties** | **Reasons for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part J – Personal statement –** Please explain, paying careful attention to the Job Description and Person Specification, why you think you are suitable for this post. Where you do not have specific experience of a task, please explain why you think you could undertake this part of the job. You may give details of other relevant experience eg voluntary or unpaid work. (*Please continue on, and attach, a separate sheet if required – please also limit to 2 sides of A4 including this sheet).*

**Part K – Special Requirements**

Do you require a special permit to work in the UK ? YES/NO (*Delete as applicable).*

If yes, when does your current permit expire? ………………………………………………..

If you are selected for interview, are there any special arrangements you would like us to make? YES/NO

If yes please indicate: ………………………………………………………………………………………………

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**Part L – Convictions**

Do you have any criminal convictions? YES/NO

If yes, are they spent? YES/NO *(If no, please give details on a separate sheet)*

*If the post applied for involves working with children/young persons/vulnerable adults, please provide details of both spent and unspent convictions on a separate sheet*.

**Part M – Equal opportunities monitoring –** Please complete the monitoring form enclosed with your application. This will be detached from your application before shortlisting and the information given will be used solely for monitoring purposes. Thank you. Please note that page 1of this application will also be detached before shortlisting.

***I confirm that the information I have given in this application form is true and accurate. I consent to the use of this information for considering my application and understand that:***

* It will be treated confidentially at all times.
* If my application is successful, the information will form part of my personal records.
* If my application is unsuccessful, the information will be destroyed after six months.
* I also consent to an Enhanced Criminal Records check

Signed: ……………………………………………………………….. Date: ………………………………………

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**Please return this application form to the Chair of Afghan Association Paiwand, Ground floor, 11 High Street, Edgware HA8 7EE or email to:** [**fahima.zaheen@paiwand.com**](mailto:fahima.zaheen@paiwand.com)

**For office use only:**

Shortlisted Yes/No

Attended Yes/No

Reference Rec’d Yes/No

Offered Yes/No

Signed: Appointing Officer: ……………………………………… Date: …………………….

Please send your completed form to [jobs@paiwand.com](mailto:jobs@paiwand.com).