**STEP Dungannon**

The Junction

12 Beechvalley Way,

Dungannon, BT70 1BS

**Tel:** 028 877 50211

**Email:** [info@stepni.org](mailto:info@stepni.org)

**Website:** [www.stepni.org](http://www.stepni.org)

August 2024

Dear Candidate

Thank you for your interest in the role of Immigration Adviser. I have enclosed the job information including the job description, personal specification, application form and equal opportunities monitoring form.

Please review this information carefully to understand the responsibilities, skills and knowledge required for this role, this will help you assess your suitability for the position.

Complete the provided application form accurately and thoroughly including all required information such as personal details, work history, education, and references. You must ensure that your completed application is submitted by email to [alison.mccann@stepni.org](mailto:alison.mccann@stepni.org) by the closing date of **12.00 noon on Tuesday 03 September 2024**. Please return the monitoring form via post to The Monitoring Officer at the address above. Please note that late applications will not be considered.

I would like to take this opportunity to wish you well in your application, we look forward to receiving it.

Yours faithfully

Alison McCann

Alison McCann

STEP

**STEP Immigration Adviser**

**Job Description and Personal Specification.**

Overview

We are an OISC level 3 registered charity and Law Society (NI) approved legal advice center. We provide advice and support to help people access justice and protect their rights. We are recruiting an Immigration practitioner ideally with OISC 3 accreditation to join our immigration advice service. We will also accept applications from individuals qualified to OISC level 2 who are working towards L3 qualification.

The focus of the role is supporting people already in N. Ireland and dependent on free advice, as they not would otherwise have access to independent expertise and support. The service provision is primarily but not exclusively for those residing within Mid-Ulster.

The work has a considerable element of working with people facing crisis, providing legal case work that will take them out of potential or existing destitution and on a path towards appropriate immigration status.

Salary and Benefits

* Starting salary is negotiable for the right candidate depending on experience and qualification
* Contract Duration: 2 years with option to extend depending on funding
* Employer contribution to pension 6%
* Generous Holiday Entitlement and access to Benenden Healthcare

Location**:**

Due to the nature of the work this role is primarily office based. This post will be based in one of STEP’s main offices: Cookstown, Dungannon or Magherafelt, with a regular presence in the other two main town offices in line with the need for effective delivery.

Hours of work

The position is full time (37.5 hrs) but we are willing to consider part-time hours for the right candidate.

Probationary Period:

The probation period for this post is 6 months.

Holidays:

36 days inclusive of stat. holidays. (10 days statutory/public holidays) as identified in the STEP employee manual and annual leave of 26 working days each year) based on 37.5 hours per week contract.

Start Date As soon as possible

**Overall Responsibilities:**

To contribute to the effective delivery of STEP MEDF (Minority Ethnic Development Fund) project and STEP – Stronger Together - Justice Together Initiative project

Through provision of:

* Direct immigration advice to clients
* Advice and support to STEP immigration advice team working at lower OISC levels.

Specific Responsibilities:

* Case management & accurate recording using Advice Pro case management system. Training will be provided.
* Manage own caseload, working to advance the best interests of the client.
* Adhere to standards set out by OISC / IAAS to deliver high quality advice.
* Provide advice up to OISC level 2/3 or IAAS Level 2.
* Liaise directly with the UKVI/HOIE and related governmental agencies.
* Completion of forms, letters and applications
* Liaise with and refer clients to other advisers/solicitors, as appropriate.
* Manage client expectations by discussing deadlines, outcomes, and timing.
* To create and follow a training plan to ensure compliance with OISC CPD, keeping up to date with changes in law, policy and guidance to ensure clients receive accurate and high-quality advice.
* Support and advise colleagues providing immigration advice at OISC level 1.
* To contribute to evidence-based advocacy informing immigration policy
* Service monitoring and reporting
* Maintain client files and records in line with file management procedures.
* Ensure that reporting and monitoring requirements of OISC and the post as agreed with funders are met.

General responsibilities:

* To conduct your work at all times with integrity, respect for others, equality and in an empathetic and empowering manner, ensuring STEP Policies and Procedures are adhered to
* Seek to continuously improve the service; STEP delivers the best possible service to beneficiaries
* Attend internal and external training as and when required and meet CPD requirements for OISC / Law Society as appropriate.
* Participate in regular supervision and team meetings.
* Undertake any other duties that may be reasonably required.

**Person Specification**

**1.Education/qualifications.**

Essential

* OISC 3 accreditation or OISC 2 and working towards L3 accreditation
* Evidence of a good standard of general education
* Full driving licence and access to independent transport for work purposes

Desirable

* A qualification at University degree level or above in Law; Human Rights

**2.Experience/knowledge**

Essential

* Experience in routinely providing high-quality immigration advice and advocacy, including undertaking casework, for clients
* Experience of professional, independent and non-judgemental service delivery to the public
* Experience of maintaining a consistent caseload
* Experience in the conduct of cases, file management
* Experience of using Microsoft packages and client databases
* A good understanding of UK legislation and policy as it relates to Immigration and Asylum within N. Ireland
* Working competence in the English language commensurate with the above tasks
* Working competence in use of IT commensurate with the above tasks.

Desirable

* Experience supporting and developing competency in others.
* Knowledge of the impact of immigration status on the daily life of those in immigration processes.

**3.Transferrable Skills**

Essential

* Ability to manage a caseload autonomously, prioritise workload and meet deadlines.
* Aptitude for grasping complex issues rapidly.
* Ability to demonstrate good client facing skills.
* Strong IT skills including Microsoft Office
* Communicate effectively at all levels, both verbally and written

**4. Personal attributes**

Essential

* Commitment to the aims and objectives of STEP
* A positive, resilient, enthusiastic, proactive and solution-focussed approach
* Ability to demonstrate behaviour in keeping with STEP core values: Integrity: Respect; Equality, and Empowerment.
* Supportive team player.



**Application for Employment –**

**Community Development Worker**

**Section 1 - PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name |  | | Surname |  | |
| Email address |  | | | | |
| Telephone |  | | Mobile |  | |
| Address and post code |  | | | | |
| Are you a UK/Irish or EU citizen? | YES  NO | If not, do you have a permit to work in the UK? | | YES  NO | |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? | YES  NO | If so, please give details:  Date/Offence/ Penalty. | |  | |
| Note: A criminal conviction not relevant to the duties of the post will not exclude you from consideration/employment. Failure to disclose any conviction will. | | | | | |
| Are there any cases pending against you? | YES  NO | If so, please give details: | |  | |
| Is there any reason why you cannot work in regulated activity? |  | | | | |
| Do you consider yourself to have a disability relevant to the position applied for?  YES / NO If so, please give details. | Yes/No | If selected for interview, do you have any particular needs to enable you to attend? | | |  |
| Are you currently employed? | Yes/No | If so, what is your notice period that you must give your employer if leaving? | | |  |
| Do you hold a clear driving license? |  | With access to a car for purposes of work? | | |  |

**REFEREES**

Please give the names of two people who can be contacted to give references for you (e.g. line manager, tutor). References will only be sought if an offer of employment has been made.

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| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Relationship to applicant |  |  |
| Company |  |  |
| Job Title |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

**2.0 EDUCATION / SCHOOL QUALIFICATIONS**

(Full time education /vocational training between 10/11 years of age and 18/19 years of age) courses taken and successfully completed.

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| **Subject studied** | **Duration of study** | **Examination Results / Certification** | **Date of qualification** |
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**HIGHER EDUCATION-** This applies to attendance & qualifications from University or other third level College

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| **Level – Degree/Diploma/ Certificate etc. studied** | **Dates**  **From To** | | **Subject** | **Qualification obtained** | **Year Obtained** |
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**Give details of any short courses or training attended within the last 3 years**

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| **Course Title** | **Content/ Purpose** | **Duration (hours)** | **Accreditation level** | **Accreditation achieved** |
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**3.0 EMPLOYMENT HISTORY:** *Start with your current or most recent employment, and work backwards through your career. Please state month and year for employment e.g. (01/12/06 – 01/02/07). Also include any significant periods of unpaid work / volunteering you have undertaken*

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| **Dates**  ***From To*** | | **Employer and**  **Location of Job** | **Position** | **Salary** | **Reason for Leaving** |
| **DD/MM/YY** | **DD/MM/YY** |  |  |  |  |
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**3.1 Employment Gaps:** Please detail reasons for any gaps in employment.

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| **Dates**  ***From To*** | | **Detail gaps in employment.** |
| **DD/MM/YY** | **DD/MM/YY** |  |
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1. **Essential Criteria – Please state how you meet the Essential Criteria.**

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| **1.Education/qualifications.**  **Essential Criteria**   * OISC 3 accreditation or OISC 2 and working towards L3 accreditation * Evidence of a good standard of general education * Full driving licence and access to independent transport for work purposes |
|  |
| **1.Education/qualifications.**  **Desirable Criteria**   * A qualification at University degree level or above in Law; Human Rights |
|  |
| **2.Experience/knowledge**  Essential   * Experience in routinely providing high-quality immigration advice and advocacy, including undertaking casework, for clients * Experience of professional, independent and non-judgemental service delivery to the public * Experience of maintaining a consistent caseload * Experience in the conduct of cases, file management * Experience of using Microsoft packages and client databases * A good understanding of UK legislation and policy as it relates to Immigration and Asylum within N. Ireland * Working competence in the English language commensurate with the above tasks * Working competence in use of IT commensurate with the above tasks. |
|  |
| **2.Experience/knowledge**  Desirable   * Experience supporting and developing competency in others. * Knowledge of the impact of immigration status on the daily life of those in immigration processes. |
|  |
| Please provide a personal statement addressing how you meet the criteria below:  **3.Transferrable Skills**  Essential   * Ability to manage a caseload autonomously, prioritise workload and meet deadlines. * Aptitude for grasping complex issues rapidly. * Ability to demonstrate good client facing skills. * Strong IT skills including Microsoft Office * Communicate effectively at all levels, both verbally and written   **4. Personal attributes**  Essential   * Commitment to the aims and objectives of STEP * A positive, resilient, enthusiastic, proactive and solution-focussed approach * Ability to demonstrate behaviour in keeping with STEP core values: Integrity: Respect; Equality, and Empowerment. * Supportive team player. |
|  |

**NOTES:**

Where the number of candidates meeting the essential criteria warrants further reduction before selection for interview, STEP reserves the right to select for interview, only those candidates meeting the essential criteria who, based on the desirable criteria and their overall standard of application, best meet the needs of the organisation.

STEP reserve the right to draw inference of capacity to meet the demands of the position from the standard of presentation of the application.

**Access NI Checks** - If your application is successful and you are offered employment with us you will be asked to consent to an Enhanced Disclosure check (AccessNI). This is to ensure we safeguard children, young people and vulnerable adults with whom we work. You do not have to consent to these checks being carried out but, if consent is withheld, STEP have the right to withdraw the offer of employment.

**Data Protection Statement** - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

**DECLARATION**I declare that, to the best of my knowledge, the information given in my application is correct. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

By completing this form, I understand that I give my consent under the Data Protection Act 2003 for this information to be processed in accordance with STEP policy for the purpose stated above.

I have completed this form myself. To the best of my knowledge the information given is correct. I understand that providing misleading or false information will disqualify me from selection or if appointed, may, on discovery, result in my immediate dismissal.

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| Signed |  | Date |  |

Completed applications should be returned by the closing date of **12.00 noon on Tuesday 03 September 2024** either byemail to [alison.mccann@stepni.org](mailto:alison.mccann@stepni.org) or in hard copy to the Dungannon office at the address above. If you submit an electronic application, please ensure to also send hard copy with signature by Thursday 15 February 2024. Please note that late applications will not be considered.

**Please place this form in a separate envelope and mark: EO Monitoring Form.**

**EQUAL OPPORTUNITIES FORM**  
 STEP is fully committed to the active promotion of equality and diversity in its employment practices, in the work that it undertakes and in the provision of all its services. STEP treats all employees, service users and the people with whom we engage fairly, irrespective of their age, gender, sexual orientation, ethnicity, faith, disability or impairment, including HIV status and mental health.

STEP needs to record these details which will only be used to fulfil our equal opportunities obligations and as a guide to developing inclusive recruitment strategies. The information contained in this form is completely confidential.

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| Job Title of post applied for |  |

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| Your age range (please tick box) | | | | | | | | | | | | | | | | |
| 16 – 21 | | 22 – 30 | 31 – 40 | | | | 41 – 50 | | | | 51 – 60 | | 61 – 65 | | 65+ | Not stated | |
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| Gender | | | | Male  Female | | | | | |
| How do you identify your ethnic group? Please tick the most suitable box or complete the section below | | | | | | | | | | | | | | | | |
| White | |  | Black other | | | |  | | | | Bangladeshi | |  | | Caribbean |  | |
| Irish Traveller | |  | White other | | | |  | | | | African | |  | | Other European |  | |
| Chinese | |  | Pakistani | | | |  | | | | Indian | |  | | Other (state) |  | |
| Do you consider yourself to have a disability? | | | | | | | | | | YES  NO  PREFER NOT TO DISCLOSE INFORMATION | | | | | | |
| If ‘YES’ Please state, the nature of the disability. | | | | | | | | | |  | | | | | | |
| If you are a UK/ Irish citizen habitually resident in N. Ireland Please state your community background | | | | | | | | | | | | | | | | |
| Protestant/ Unionist |  | | | | | | | | | | Catholic/ Nationalist | | |  | | |
| Are you a person with / without dependents (either children or adults)? | | | | | | | | | | | | | | | | |
| With dependents |  | | | | | | | | | | Without dependents | | |  | | |
| If you wish, you may disclose information about yourself in this section about your religion and sexual orientation. | | | | | | | | | | | | | | | | |
| Religion |  | | | | | | | | | | Sexual Orientation | | |  | | |
| Date form completed | | | |  |  |  | |  |  |  | |

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| --- | --- |
| Address | Monitoring Officer, STEP, the Junction, 12 Beechvalley Way, Dungannon |
| Email | pamela.mcginn@stepni.org |

**PLEASE RETURN YOUR COMPLETED FORMS TO:**