



Candidate Information

Immigration Advice Apprenticeship Coordinator IAC-05-23

May 2023



Thank you for your interest in joining Law Centre (NI). If you share our commitment to upholding the rights of all those affected by the immigration system and want to develop your career working in an environment where you can use your skills and experience to make a difference to people right across all communities in NI, we'd love to hear from you.

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Background to LCNI & more about this job

LCNI is a regional not for profit that works for social justice in NI. Established in 1977 as a community law centre for the Belfast area in the 1990s, LCNI expanded its services to cover the whole region. In 2021, Law Centre was winner in the Regional Legal Aid Firm/Not for Profit category in the *Annual Legal Aid Lawyer of the Year Awards*.

LCNI uses legal, policy and education tools to work for social justice and we also focus on strategic litigation that brings about wider social change.

Through the Migration Justice Project, the Law Centre delivers extensive training and information materials to support organisations located across NI. We work in collaboration with a range of organisations including Refugee & Asylum Forum and Belfast Migrant Forum. LCNI also produces public legal information resources so that everyone understands their legal rights. Through our policy research and advocacy, we secure progressive change to law and policy, grounded in the direct experience of our clients.

Thanks to the generous support of our funder, we are continuing to expand our immigration services and build the capacity of the immigration sector across NI. This new post will work within our Migration Justice team at LCNI.

This is an exciting opportunity to be part of a new legal advice apprenticeship project at the Law

Centre. The project aims to transform the availability of basic immigration law advice in Northern Ireland by establishing an immigration advice apprenticeship scheme for community-led organisations at OISC Level 1. The project will result in a pool of qualified OISC advisers with lived experience operating within the sector and will help establish more streamlined referral pathways for specialist services.

This post at the Law Centre gives you the opportunity to deepen your experience and to be part of transforming the immigration sector in NI to make real and lasting change. We promise you a deeply rewarding job with the opportunity for continuous learning and to be a part of a dedicated and creative team that makes change happen.

We're looking for someone who shares our values and our commitment to make change. If that sounds like you and you're self-motivated with the passion, skill and resilience to stand for people across all communities, we'd love to hear from you.

For more information and details of how to apply, please visit <https://www.lawcentreni.org/careers>

Your work at LCNI is part of the work of the wider network of law centres across the UK. LCNI is a member of the Law Centre Network.

LCNI is Lexcel-accredited and regulated by the OISC. The legal work of LCNI is led by the

organisation's Director of Legal/Senior Solicitor.

As a charity, LCNI is registered with the Charity Commission NI and is governed by a Board, all of whom

give their time and expertise freely in support of LCNI's mission.

If you would like to find out more about our work, you can read our recent Impact Reports [here](#).

General Candidate Information

These posts may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on LCNI terms.

LCNI has a hybrid working policy and this post is available for hybrid working, subject to application.

A reserve list may be drawn up from this competition for a period of up to one year.

Holiday entitlement is 24 days annually, building to a maximum of 30 days (pro rata). This is in addition to 14 statutory and other

days (pro rata). The leave year runs from April – March. The successful candidate will be subject to a probationary period of six months which may be extended in accordance with LCNI policy.

As this post may involve working with children and/or vulnerable adults, this post will be offered subject to Access NI vetting.

If you would like to have an informal chat to find out more about LCNI or these posts, please drop us a line at humanresources@lawcentreni.org and we'll give you a call.

Application Process

- **Recruitment launched: Thursday 04 May 2023**
- **Closing date for receipt of applications: Monday 15 May 2023 at 4pm**
- **Anticipated interview dates: Tuesday 23 May or Friday 26 May 2023**

Please note the following important information about the application process:

- Please complete the application form **in full**. You should ensure that you give examples that **demonstrate** how you satisfy the relevant criteria, including relevant dates;
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel;
- Please return your application form as a Word document by email to the email address specified in the application form. Please also return a completed monitoring form as directed;
- Applications received after the closing date will not be considered.



Job Description

Job Title:	Immigration Advice Apprenticeship Coordinator
Job Purpose:	This post contributes to the LCNI's mission of using the law to change lives by developing the immigration advice apprenticeship project and by coordinating and guiding the new apprentices.
Location:	LCNI, Westgate House, 2 – 4 Queen Street, Belfast.
Salary:	SO1 - £27,741 (pro rata) + 5% employer pension contribution
Post:	17.5 hours per week
Report to:	Under review
Contact with:	Immigration advice apprentices Migrant support organisations including members of the Refugee & Asylum Forum and Belfast Migrant Forum Referral agencies, statutory and voluntary organisations Law Centre staff, volunteers, members Policy makers Funders

MAIN DUTIES

DEVELOP IMMIGRATION ADVICE APPRENTICESHIPS

- Scope the format of the immigration apprenticeship scheme;
- Complete the OISC Level 1 accreditation and the Law Centre Certificate in Generalist Advice qualification and report learning back to Law Centre;
- Develop a recruitment process to identify and appoint a cohort of immigration advice apprentices;
- Support the apprentices to complete their training OISC Level 1 accreditation and the Certificate in Generalist Advice qualification;
- Work with the apprentice's host organisation to support them to obtain the necessary OISC registration e.g., developing the necessary organisational policies and procedures, payroll, induction, insurance, etc.;

- Work with the Immigration Legal Adviser to ensure that there is effective supervision and ongoing training for apprentices;
- Be the point of contact for the apprentices on all aspects of their work and professional development.

BUILD CAPACITY

- Work with the Immigration Legal Adviser and Community Engagement Officer to deliver collaborative legal clinics and information sessions for community groups;
- Make referrals to Immigration Legal Advisers on complex legal issues identified through community engagement.

COMMUNICATIONS

- Work with the Community Engagement Officer to develop and disseminate translated information resources and public legal information including 'how to' guides for the apprenticeships and for their host organisations;
- Represent LCNI at seminars, conferences and meetings with key stakeholders as required;
- Develop and coordinate a community of practice involving the new apprentices.

MEMBERSHIP & STAKEHOLDER DEVELOPMENT

- Develop and maintain effective relationships with LCNI members and other external stakeholders that supports the work of the organisation;

PROFESSIONAL DEVELOPMENT

- Organise cultural competency and/or anti-racism training for Law Centre staff, Board and volunteers;
- In consultation with line manager, identify own training and professional development needs, including OISC CPD requirements, and source appropriate support;
- Act as ambassador for LCNI, upholding its public image in all your work;

OTHER DUTIES

- Be available to work outside standard business hours occasionally to meet the demands of the role;
- Undertake relevant administrative duties in the performance of the above;
- Undertake such other duties as may be required from time to time;

*Note: this Role Description will be subject to review from time to time in line with the changing needs of the organisation

May 2023



Person Specification – Immigration Advice Apprenticeship Coordinator

	Essential	Desirable
Qualifications, Knowledge & Experience	E1 Good level of education and good IT skills with experience of IT packages e.g. Microsoft. E2 Knowledge of forced migration issues in NI E3 Experience of working with or volunteering with migrants E4 Experience of providing advice and/or support in a community setting	D1 Experience of developing information resources and materials D2 Experience of delivering training D3 Experience of contributing to the running of a support organisation D4 Lived experience of the UK immigration system
Abilities & Skills	E5 Excellent oral and written communication skills in English	D5 Fluency in a language(s) spoken by migrant communities in NI

	<p>E6 Well organised with ability to work proactively and to co-ordinate others</p> <p>E7 Excellent interpersonal skills with ability to work independently and in a team</p>	
Aptitudes & Commitment	<p>E8 Passionate and creative in effecting change</p> <p>E9 Self-motivated and open to self-reflection and growth</p> <p>E10 Committed to the Law Centre's mission</p>	
Circumstances	<p>E11 Willingness to travel as required</p> <p>E12 Available for occasional evening and weekend work in accordance with the requirements of the post</p>	<p>D6 Driving licence recognised in NI and access to transport</p>