



Candidate Information

Caseworker (Immigration)

(CW Imm-11-25)



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About Law Centre NI

Thank you for your interest in joining Law Centre NI (LCNI). LCNI is an award-winning organisation that for 48 years has used the law to drive change in Northern Ireland. We are constantly innovating, working in all communities, using the law to transform people's lives.

We are fiercely independent and unrelenting in our pursuit of justice. With a strong track record of strategic litigation and policy advocacy we make change through a unique blend of legal, training, education, community engagement and policy advocacy work.

The Law Centre's legal work is organised across three teams. This particular Caseworker role is to join the immigration team. The immigration team focusses primarily on forced migration i.e. asylum seekers and refugees as well as migrant survivors of modern slavery, human trafficking, exploitation and domestic abuse. The team also provides assistance to migrants with precarious immigration status and/or to migrants who experience particular vulnerabilities or complex needs.

- ❖ The **Migration Justice** team seeks to uphold migrants' legal rights and campaigns for a fairer and more humane immigration system. We lead the *Refugee and Asylum Forum*, a network of organisations that provide support and services to asylum seekers and refugees in Northern Ireland. Our policy advocacy and influencing work draws heavily on our community engagement and our legal expertise, so decision makers know and understand the impact of how law and policy is working on the ground.
- ❖ The **Anti-Poverty (Social Security Rights) Project** works to address poverty in NI by ensuring the social security system delivers an effective safety net for people when they need it. Our impact litigation in the public interest has been at the cutting edge of changes to law and policy, making life better for many people and not just in NI. We convene the *Cliff Edge Coalition* to advocate for the retention and strengthening of the NI Executive's 'welfare reform mitigations' that are an essential bulwark against some of the harshest elements of social security change. We deliver extensive legal information resources and training to advisers on all aspects of social security law and our *Social Security Law & Practice Conference* keeps advisers up to speed on law and policy changes.
- ❖ The **Employment Rights Project** supports workers facing unfair working practices or who are victims of forced labour to be able to challenge their employer and uphold their employment law rights. Our team produces regular public legal education resources so people better understand their legal rights as well as adviser guides and training so that people can get the help they need within their communities.

Across all our legal services, we provide free, independent legal advice, casework and representation before the tribunals and courts. As a referral legal organisation for the community and voluntary sector, we use our legal expertise to support other organisations and groups to resolve issues facing people in need. Through extensive training and information resources we continuously build capacity across the community and voluntary sector in Northern Ireland and our public legal education work makes sure that everyone understands their legal rights.

Law Centre NI work is supported by both government funding and a range of philanthropic foundations. Our work is Lexcel-accredited and regulated by the Immigration Advice Authority. As a charity, the Law Centre 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 our mission.

At the Law Centre, you will see the difference law can make in transforming people's lives. You will be part of making change happen, not just for individuals, but at a wider policy level. We promise you a deeply rewarding job and opportunities for continuous learning.

If you have the ambition to be a part of a dedicated and creative team that makes change happen, using your legal skills and experience to build a better future, please consider an application. For more information and details of how to apply, please visit <https://www.lawcentreni.org/careers>

General candidate information

The successful candidate will be expected to take up post as soon as practicable and within 3 months. Holiday entitlement is 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days. 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 (see below).

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

We're looking for committed, enthusiastic and skilled legal professionals who share our values and our commitment to use law to transform lives. If that sounds like you and you're self-motivated with the passion, skill and resilience to stand for some of the most disadvantaged in our communities, we'd love to hear from you. If you would like to have an informal discussion to find out more about LCNI or these posts, please contact us at humanresources@lawcentreni.org and we'll get in touch.

Benefits are:

- 35 hour working week;
- Opportunity to develop and deepen discrete subject expertise through excellent professional learning and support
- Excellent annual leave entitlement
- Flexible working arrangements
- Excellent development opportunities
- Being part of making change happen
- Employee Assistance Programme
- Health & Wellbeing initiatives

Caseworker role

We are seeking applications from either IAA Level 2 (immigration) or IAA Level 1 (immigration) caseworkers.

Candidates with IAA Level 1 (immigration) will be required to obtain Level 2 (immigration) accreditation within the probationary period in order to have their employment confirmed. IAA criteria include English language and Access NI requirements. Extensive training and supervision will be provided.

How to apply

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. CVs will not be considered.
- Please ensure 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.
- Applications should be submitted by email to: humanresources@lawcentreni.org by the closing date.
- We will communicate with candidates by email so candidates should ensure that they regularly check their inbox.
- The panel reserves the right to enhance the criteria as appropriate in the event of a large volume of applications.

Closing date for receipt of applications: **10am Monday 24 November 2025.**

It is anticipated that interviews will take place week commencing Monday 1 December 2025.

Candidates will be provided with a presentation topic to present to the interview panel followed by a panel interview.

In the event that a candidate is invited to interview and is unavailable on the proposed date and time due to reasons beyond their control, the panel may try to accommodate an alternative arrangement subject to their own availability, although this is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as Protestants are currently under-represented in our workforce, we would particularly welcome applications from the Protestant community.

Job description

Title:	Caseworker (Immigration)
Location:	*Law Centre NI, State Building, 2 Arthur Place, Belfast, BT14HG
Salary:	IAA caseworkers Level 2: £30,151 - £34,723 (SO1-SO2) + 5% employer pension contribution. IAA caseworkers Level 1: On completion of IAA Level 2 (immigration) within 6 months, salary will rise to £30,151 - £34,723 (SO1-SO2) + 5% employer pension contribution. Starting salary is £27,344.
Hours of work:	35 hours per week (full time) Part-time hours may also be available. Please indicate your preference on the application form
Report to:	Senior Lawyer (Migration Justice)
Contact with:	Clients and the public Legal professionals Referral agencies and statutory and voluntary organisations Northern Ireland Courts & Tribunal Service Law Centre staff, volunteers, students and members Elected representatives and policy makers Media

**Note: this post may require occasional travel and evening and weekend work.*

Job purpose

Caseworkers take forward LCNI's mission of using the law to change lives by providing high quality legal advice, casework and representation across NI. The post-holder will manage a caseload and contribute to strategic litigation, policy advocacy, training, and legal information resources.

Note that this Job Description is not exhaustive and will be subject to review from time to time in line with the changing business needs of the organisation.

MAIN RESPONSIBILITIES

1. Provide immigration legal advice by different means including outreach and community-based legal work.
2. Conduct casework as required, including preparing initial immigration applications and lodging appeals.
3. Support Legal Officers with all aspects of legal work including matters before the tribunal and higher courts.
4. Comply with all regulatory requirements including Immigration Advice Authority (IAA), Lexcel Quality Standard, etc.
5. Contribute to the Migration Justice team's policy advocacy and influencing work, media contributions, preparing and delivering information sessions and training, preparing and disseminating public legal information, etc.
6. Identify law, policy and practice issues and engage effectively with LCNI's policy specialists to progress these, including by contributing to consultation documents and policy statements.
7. Provide support, guidance and/or supervision to volunteers and trainees.
8. Represent LCNI with key stakeholders at meetings, events and conferences.
9. Develop and maintain effective relationships with LCNI members and other external stakeholders that support the overall work of LCNI.
10. Continuously maintain and develop professional expertise, including ensuring compliance CPD requirements, in consultation with line manager.
11. Act as ambassador for LCNI, upholding its public image in its legal work.
12. Maintain accurate records and undertake relevant administrative duties to ensure compliance with all Law Centre policies and procedures.
13. Be available to occasionally work outside standard business hours.
14. Undertake such other duties as may be required from time to time.

November 2025

Person specification: Caseworker (Immigration)

	Essential criteria	Desirable criteria
Qualifications, Knowledge & Experience	<p>*E1 There are 2 ways this can be met:</p> <ul style="list-style-type: none"> • Immigration Advice Authority (IAA) Level 2 (Immigration); or • Immigration Advice Authority (IAA) Level 1 (Immigration) <p>E2 Degree</p>	<p>D1 Experience of asylum and protection advice and casework</p> <p>D2 Experience of developing and delivering training</p> <p>D3 Paralegal experience</p> <p>D4 Lived experience of immigration systems</p>
Abilities & Skills	<p>*E3 Good understanding of immigration law and policy</p> <p>E4 Excellent oral and written communication skills.</p> <p>E5 Proficient in IT and administratively self-supporting</p> <p>E6 Ability to manage workload and prioritise deadlines</p> <p>E7 Ability to work independently and collaboratively in a team</p>	<p>D5 Ability to speak additional language(s)</p>
Aptitudes /Commitment	<p>E8 Open to self reflection and growth</p> <p>E9 Demonstrable commitment to Law Centre NI mission and values</p>	
Circumstances	<p>*E10 Willingness to travel and available for occasional evening and weekend work as required</p>	<p>D6 Current UK driving licence with access to a car (<i>note, this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs</i>).</p>

**Criteria used at sift stage*

Our Vision

A just and equal society where people live in the dignity of their rights.

Our Mission

We use the power of law for social change. To stand for everyone's rights by informing and educating people about their rights and by protecting and advancing people's rights, working collaboratively for social justice.

Our Values

The following values underpin all aspects of our work with each other, with clients and with other stakeholders.

<i>Authentic</i>	we act consistently with our commitment to social justice
<i>Integrity</i>	we honour our word
<i>Independence</i>	we work without fear or favour
<i>Expert</i>	we are driven by learning and we bring expert knowledge of the law and evidence of people's experiences of the law to all our work
<i>Cutting-edge</i>	we test the boundaries of law and policy to advance the rights of people in NI. We are creative in developing new solutions for social justice.
<i>Inclusive</i>	we work with and for others. We innovate to make sure our services are accessible to our clients.
<i>Trusted</i>	we are credible and respectful. We build trusted relationships. We care for our clients and each other and when we commit, we can be trusted to see it through.
<i>Professional</i>	we deliver quality services.