

Role Information

- **Days and hours:** Fridays from 10 am to 1pm
- **Term:** Minimum commitment of 6 months
- **Reporting to:** Advice and Operations Programme Manager
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

About the role

As an Immigration Assistant you will shadow and assist IRMO's OISC-certified Immigration Advisers in their work to offer confidential consultation on questions related to immigration and to deal with visa application procedures. You will not be providing advice.

Main tasks and responsibilities

- Support the Immigration Adviser with paperwork relating to each case;
- Develop and maintain appropriate boundaries of confidentiality with team members and service users;
- Shadow the Immigration Adviser when managing individual cases for the purpose of migration to the UK including applying for extension and settlement visas;
- Support the Immigration Adviser to deal with all types of visa categories at OISC Level 1;
- Contact users at regular intervals in accordance with our quality service systems;
- Assess and collect documents relevant to the migration process;
- Assist the Immigration Adviser in submitting successful applications to the Home Office or other UK authorities;
- Ensure that work is carried out in accordance with the organisation's policies, procedures and processes.

Person specification

- Hold a law degree or equivalent qualification (desirable);
- Excellent written and spoken communication skills in English and very good Spanish, Portuguese (desirable);
- A flexible and enthusiastic individual, who is confident in working in a multicultural and multilingual environment;

- Good time management and organisational skills;
- Good interpersonal and communication skills and attention to detail;
- Ability to work effectively as a member of a team and with a diverse population of service users, staff and external visitors;
- Ability to set own work priorities, take initiative and work with minimal supervision;
- Committed to the principles of equal opportunity in the workplace.

Additional Requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

Benefits from Volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period) for further impact on the employment status;
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

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THANK YOU FOR YOUR SUPPORT