

## Role Information

- **Days and hours:** Monday, Tuesday or Thursday (subject to your availability)
- **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

You will assist as part of the EU Settlement Scheme (EUSS) immigration team to assist vulnerable Europeans to apply to secure their residency in the UK following 'Brexit'.

Europeans and their family members must make applications under the EU Settlement Scheme before the deadline to avoid becoming 'undocumented' this presents a problem for those who face barriers in making the application, therefore you will be assisting those who need assistance in applying.

You will be supporting a qualified legal adviser under the scheme, you will provide IRMO's service users with the immigration advice and assistance required to be able to make applications.

This is a great opportunity for those who want to gain experience in working in immigration law, with a possibility of accreditation under the regulatory body for immigration advisers in the UK, The Office of the Immigration Services Commissioner (OISC). Depending on your availability there will be an opportunity to shadow other teams in the other immigration services IRMO provide.

## Main tasks and responsibilities

- Assessing suitability to apply for pre-settled/settled status;
- You will advise service users in a clear, professional and confidential manner, and ensure they receive relevant information;
- Delivery of weekly group sessions to assist EU nationals in their applications for the settlement scheme;
- Ensuring data is collected and stored properly;
- Provide advice in a clear and confidential manner, ensuring service users receive relevant, correct and up to date information;
- Depending on your availability, you may be able to assist the Immigration team reviewing and archiving legal documents and case files.

## Person specification

- Excellent written and spoken communication skills in English and very good Spanish, Portuguese (desirable);
- A keen interest in UK immigration and issues surrounding Brexit;
- Verbal and written communication skills in English and Spanish or Portuguese;
- Basic knowledge using spreadsheets;
- Excellent attention to detail.

## 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.

Click [here](#) to find out more about us



THANK YOU FOR YOUR SUPPORT