



Justice First – Full time Legal Caseworker.

About Justice First- Registered Charity Number 1116388

Justice First supports people seeking asylum, refugees and those with an irregular immigration status who live in Teesside and the surrounding areas. Justice First assists around 800 individuals and families per year with their legal matters enabling clients and their families to achieve and maintain a regular immigration status whilst overcoming the financial barriers which so often prevent this marginalised group to seek the assistance they need.

We deliver face to face assistance across Teesside and the surrounding areas. We are governed by the Office of the Immigration Services Commissioner (OISC).

Initiated in 2006, the charity is now well established and highly regarded in this field of work.

We are looking to recruit an additional caseworker for a full-time position, offered on an initial three year contract, contingent upon the successful candidate possessing or achieving the relevant and appropriate qualifications.

Expansion Project

We are excited to announce our plans to expand our geographical reach into underserved areas such as Durham, Sunderland, Gateshead, and Newcastle. This initiative aims to maintain our high standards while addressing the growing demand for our services. By enhancing our presence in the broader North East region, we will solidify our position in the voluntary sector, raise awareness of our mission, and ensure that asylum seekers and refugees receive the specialist advice, support, and emotional care they need. To support this expansion, we are recruiting an additional caseworker to help meet this increased demand.

Please note: This is a three-year contract, and while we are dedicated to securing future funding, the continuation of this role beyond the three years will depend on available resources.

Main purpose of the role

It is essential that the caseworker can foster a caring environment and be sensitive to the needs of our clients, where they will feel able to discuss their cases and receive a professional, knowledgeable, and non-judgmental service.

Requirements:

We are looking for candidates with prior experience or a strong interest in the field of immigration law, asylum seekers, and refugees. Applicants should either already hold an OISC qualification and/or be willing and able to complete OISC exams up to Level 2 within a reasonable timeframe after receiving a job offer. A commitment to gaining expertise in this area is essential.





A full enhanced DBS check will be carried out and references will be required before an appointment is confirmed.

The caseworker will.

- Hold an OISC qualification to level 1 and/or 2 in Asylum and Protection and/or Immigration.
- OR**
- Undertake the necessary training to register with the OISC (Officer of the Immigration Services Commissioner) to level 1 in Asylum and Protection.
 - Undertake the necessary training and study to progress to OISC level 2 in Asylum and Protection.
 - Undertake the necessary training and study to progress to OISC levels 1 & 2 in Immigration.
- AND**
- Attend regular advice sessions.
 - Complete necessary casework.
 - Maintain their own casework files.
 - The role will involve attending appointments across our current areas of operation in Teesside, as well as in newly expanded areas including Durham, Newcastle, and the wider Tyneside area. (Attendance at drop-in sessions will not be mandatory for all locations; specific sessions will be agreed upon within the team based on appointment schedules.)
 - Visit and liaise with other organisations/attend meetings where required.
 - Carry out administrative tasks, such as database entry and answering the telephone, making appointments etc.
 - Able to work flexible hours when required for funding and awareness raising events.

Hours: 5 days (37.5 hours per week) full time position

Contract: Permanent, following a 6-month probationary period, which may be extended if deemed appropriate.

Location: The caseworker will work in a hybrid model, including time in the main Stockton office, conducting drop-in sessions, and working from home.

Salary: £25,000 - £28,000 depending on qualifications and experience. Initial salary will be reviewed on successful completion of the probationary period and the requisite qualifications being achieved.

For information on how to apply please contact Lucie@justicefirst.org.uk by 9am on Wednesday 13th November 2024.

Only fully completed applications, received on the Justice First application form, will be considered.

We expect the interviews to be conducted during a two week period beginning Monday 25th November 2024. Please inform us if you are unavailable on these dates.





