



EXCITING JOB OPPORTUNITY – Reading and Slough

Immigration and Asylum Caseworker OISC Level 2

Reading Refugee Support Group and Slough Refugee Support have the following part-time vacancy working across the 2 organisations in Reading and Slough on a one year contract.

The role mainly involves:

- Working across 2 organisations in Reading and Slough by agreement.
- Providing advice face to face, over the phone and other mediums;
- Independently managing casework;
- Liaising with clients, Home Office and other agencies
- Undertaking applications to UKVI, preparing fresh claims, representing clients with UKVI, drafting witness statements, and lodging notices of appeal.
- Drafting lists of documents and general case correspondence to the Home Office and relevant authorities.

You will have excellent communication and drafting skills; have the ability to multi-task, work under the pressure of deadlines and meeting clients' expectations.

An exciting aspect of this role is that you will be involved in developing a closer working relationship between Reading Refugee Support Group and Slough Refugee Support, sharing and developing

good working practices, for the overall benefit of clients across Berkshire.

Applicants must be able handle their own case load with minimal supervision. Knowledge of additional language is a bonus. All candidates should have strong ethical standards, team spirit and be passionate about working with asylum seekers and refugees. You will have practical IT skills, be able to work to strict deadlines and have good organisational and methodical skills.

If you believe you have the desired skills and experience to fill this enriching position, please contact us for an application form. Please note CV's will not be accepted.

All applications will be considered appropriately and if chosen, you will be contacted for a further interview.

Reading Refugee Support Group and Slough Refugee Support aim to be equal opportunities employers. We therefore welcome applications from all sections of the community. Any applicant who is an RRSRG or SRS volunteer or client is guaranteed an interview and supportive feedback. **Closing date: 5pm 28th July 2017**

Job Type:	Part time. 1 year contract (extended subject to funding)
Hours:	28 hours per week by agreement
Required experience:	Qualified Level 2 min 1year experience Level 1
Salary:	NJC SP 27 £24,174 (pro rata) + 6% pension contribution (pro rata).
Holidays:	25 days per year (pro rata).

For further information and application packs contact:

gaby@rrsg.org.uk 0118 950 5356 taz@sloughrefugeesupport.org.uk 01753 537142