



## TAMIL WELFARE ASSOCIATION (NEWHAM) UK

602 Romford Road

Manor Park

E12 5AF

Tel: 02084780577

**Website:** [www.twan.org.uk](http://www.twan.org.uk)

**Email:** [twan@twan.org.uk](mailto:twan@twan.org.uk)

**Job Title:** Tamil speaking Immigration caseworker – minimum IAA (formerly OISC) / Level 1

To note: This is a part time role. We anticipate that the employee will work for 15 hours (two days) per week, but hours will be negotiated upon appointment

**Interview Dates:** To be confirmed

**Office location:** 602 Romford Road, Manor Park E12 5AF

**About TWAN:** The Tamil Welfare Association Newham UK ("TWAN") is a community based legal advice clinic, providing a range of services aimed at the growth and empowerment of Tamil speaking individuals in the United Kingdom.

TWAN has successfully completed 39 years of service to the Tamil community in the UK and continues to grow. Formed initially to assist asylum seekers and victims of war and torture, we continue serving this group as well as specialising in other immigration matters. We also provide advice across a range of social welfare areas.

TWAN is IAA accredited at Level 3 and holds the Legal Aid Agency's Specialist Quality Mark.

### **Job Description:**

We require a Tamil speaking IAA Level 1 caseworker to join our immigration team on a part time basis.

The successful candidate should have a minimum of 1 year of casework experience in immigration work.

### **Tasks will include:**

- Providing a professional and effective IAA regulated casework service, as well as providing advice, guidance and support to TWAN clients
- Ensure requirements of IAA are respected and met during immigration advice and casework provision

- Preparation of immigration applications including taking instructions and making online applications – this requires significant levels of client contact
- Providing telephone advice in Tamil and able to undertake outreach work when required.
- Remaining aware of all relevant rules, policies and best practice affecting all aspects of immigration.
- To help manage and be responsible for one's own casework, advice to clients and general service delivery, ensuring the highest standards are consistently met.
- Get involved with TWAN's projects and provide administrative support when required.

**Requirements:**

**Applicants must:**

- Hold minimum of Level 1 IAA accreditation/ be qualified as a solicitor.
- Must be Tamil speaking in order to serve TWAN's client base effectively.
- Possess excellent communication skills, both written and oral.
- Be comfortable with using Microsoft Office and the online systems for immigration work.
- Demonstrate high levels of analysis.
- Have experience of client contact and care and previous experience of immigration work.

**Salary:** £18,000 - £22,000 on pro rata basis. Can be negotiable dependent on experience and ability.

**To apply, please send your CV and a covering letter to: [twan@twan.org.uk](mailto:twan@twan.org.uk)**

**Phone:** 0208 478 0577

**Closing date:** Recruiting on rolling basis