



Legal Assistant (Placement) – Job Description

About us

The Refugee and Migrant Centre (RMC) is an established, multi award winning charity that provides a safe, welcoming environment to thousands of refugees and migrants living in the Black Country and Birmingham.

Our highly skilled and diverse staff team provide a broad range of services including advice and support on immigration (OISC regulated level 1, 2 & 3), employment, welfare, education, ESOL, housing, homelessness, destitution, citizenship, health and wellbeing.

RMC have been assisting beneficiaries to access and sustain appropriate accommodation and improve their housing and living conditions for nearly two decades. RMC also deals with many aspects of homelessness, destitution, rough sleeping, exploitation, etc.

Principal Tasks

- Work under the guidance of the Immigration Department Manager to support Caseworkers in the efficient provision of immigration advice and representation;
- Assist Caseworkers with various tasks including but not limited to preparing application forms, uploading documents, preparing drafts;
- Undertake legal research on various topics including but not limited to country of origin information, relevant case law and guidance;
- Maintain confidentiality in all dealings with service users and ensure their needs are met in a satisfactory and sensitive manner;
- Be flexible to support with other tasks relevant to casework if requested by the Immigration Department Manager.

Benefits

- Work in a busy office with the opportunity to support on a range of cases of various complexity;
- Shadow Senior Caseworkers with a wealth of experience in immigration and asylum law;
- Access training resources on immigration and asylum law.