



## **EXCITING JOB OPPORTUNITY – Berkshire**

# **Immigration and Asylum Caseworker OISC Level 1**

Refugee Support Group has an exciting new opportunity for an Immigration and Asylum OISC Level 1 Caseworker to be part of our vision to provide the best support to refugees and asylum seekers across Berkshire.

The role mainly involves:

- 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.

Applicants must be able to 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 position, send us your CV and a 2 page max cover letter.

Refugee Support Group aims to be an equal opportunities employers and welcomes applications from all sections of the community.

Any applicant who is an RSG volunteer or client will be given supportive feedback.