

**APPLICATION FOR THE POST OF:**

**Bilingual EUSS Immigration Adviser**

**Please mark which location you would like be considered for and whether you would like to be considered for full-time or part-time positions only, or both:**

**Closing date for receipt of applications: 11h November 2019** **no later than 12 noon**

**Completed applications must be emailed to: recruitment@migrantcentreni.org**

**ALL APPLICANTS MUST –**

* **Not submit additional sheets**
* **Not submit supplementary material such as CVs, as these will not be considered.**
* **Use font size 12 if completing the application form in typescript. The application should not exceed 10 pages in total**
1. **PERSONAL DETAILS:**

 **Name:**

 **Current Job, including Employer:**

 **Home Address:**

 **Telephone Numbers:**

 **Email Address:**

 **DOB:**

 **NINO:**

Employment History

Note: please give details of all the posts you have held, starting with your current post, accounting for any gaps in your employment history.

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| --- | --- | --- | --- |
| **Date****From / To****(Month/year)** | **Employer’s name address & nature of business** | **Job title, main responsibilities and major achievements** | **Final salary and reason for leaving** |
|  |  |  |  |
| **Using the space below please describe how you meet the essential and desirable (if relevant) criteria as described on the personal specifications document** |
| 1. **Qualification/Education**
 |
| * Educated to a degree level in relevant subject or other country equivalent or 1 year working experience providing Level 1 or higher immigration advice; Level 1 OISC Immigration training; NI OCN Level 3 or 4 Community Interpreting in any of the following languages: Polish, Slovak, Lithuanian, Bulgarian, Romanian.
 |
| Please list your qualifications, accrediting body and educational institutions |
| 1. **Experience**
 |
| * Minimum 1 year frontline working experience in voluntary or statutory sector
 |
| * Minimum of 200 interpreting hours delivered in a public sector
 |
| * Experience of delivering presentations
 |
| * Experience of organising and scheduling meetings
 |
| 1. **Knowledge**
 |
| * Understanding of EU Settlement Scheme
 |
| * Knowledge of the BME Community
 |
| * Knowledge of UK Immigration Regulations
 |
| 1. **Abilities, aptitudes and skills**
 |
| * Demonstrated strong planning and organizational skills
 |
| * Demonstrated ability to communicate clearly in both verbal and written English as well as one or more of the 26 EU languages
 |
| * Demonstrated ability to work to deadlines
 |
| * Demonstrated ability to work with groups as well as individuals in an inclusive and participatory matter
 |
| * Demonstrated ability to work, communicate and liaise with a range of individuals, voluntary, community and statutory agencies
 |
| * Computer literate in Microsoft Office packages and confident in use of Android devices and internet browsers
 |
| * Ability to work independently and use own initiative
 |
| * Excellent time management skills
 |
| * Access to own transport and ability to travel within NI (Consideration will be given to candidates who because of a disability, cannot hold a driving licence but they must be able to access a mode of transport that allows them to fulfil the duties of the post).
 |
| 1. **Personal qualities**
 |
| * Resourcefulness and enthusiasm
 |
| * Ability and availability to work flexibly when required to do so including evenings and weekends
 |
| * An understanding of the need for confidentiality and the need to treat sensitive information with discretion
 |
| * Cultural sensitivity
 |
| * Ability to work well in a team
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| **Do you have access to transport to enable you to meet the travel needs of the post?**  **YES NO****Are you willing to work unsociable hours and weekends if required:**  **YES NO****Are you eligible to work in the UK?**  **YES NO**You will be required to provide documentation to prove your right to work in the UK (under Section 8 of the Asylum and Immigration Act 1996) if you are offered the post. |
| **Date:**  |

|  |
| --- |
| **Name:** |
| **Signed:** |