

**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** | |
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| **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:** |

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