



Email: [CIACHumber@gmail.com](mailto:CIACHumber@gmail.com)

CIAC

185 Ferensway

Hull

HU1 3UA

## Legal Assistant

CIAC Mission: Supporting emerging communities to contribute fully to life in the UK as committed and active citizens.

Community Integration and Advocacy Centre (CIAC) is a Charitable Incorporated Organisation registered with the Charity Commission. CIAC is regulated by the Immigration Advice Agency at L3. CIAC operates an income generation model. The provision of low cost immigration advice to people with the right to work or recourse to public funds supports our pro-bono immigration advice to people without the right to work or recourse to public funds.

CIAC is seeking a Legal Assistant (LA) to support the operation of the Pro Bono Immigration Service (PBIS) and the Fee Paying Immigration Service (FPIS) through the provision of administrative and office support.

The LA will be based at our office in Hull operating standard office hours (9:00 am to 5:00 pm Monday to Friday). Basic office duties will form part of this role. This will include answering telephone and email enquiries, appointment booking, taking mail to the post office, booking interpreters and liaising with volunteers. The LA will support advisers with document preparation and basic background research for applications along with completing applications at L1 under supervision. This will involve liaising with clients to obtain documents plus scanning, compressing and uploading to applications as required. Excellent IT skills will be required, along with a proactive approach to identify more productive ways of working with technology. As a small charity we do not have a dedicated IT department.

Training will be provided to achieve regulation at L1 within six months.

### The Application Process

Applicants for this role need to submit their c.v. plus covering letter by email to [CIACHumber@gmail.com](mailto:CIACHumber@gmail.com).

The covering letter should explain why you are suitable for this role and how you meet the criteria as identified in the job description.

Selected applicants will be invited to attend a written test. This will involve answering questions and completing IT tasks. Applicants will be assessed on the accuracy of their written English language. A basic knowledge of immigration law and procedures will be expected. Producing high quality legal documents requires precision plus significant

proficiency in the use of English along with strong IT skills. The highest scoring candidates in the test will be invited to attend an interview.

Two references and DBS check will be required.

The closing date for application is: **5:00 pm on Friday 14<sup>th</sup> February 2025**

The date of the written test is: **TBC**

The date of interviews will be on: **TBC**

If you have any further queries kindly email [CIACHumber@gmail.com](mailto:CIACHumber@gmail.com).