

## **Volunteer Legal Assistant: Immigration**

### **Purpose of the role**

To assist Leeds Citizens Advice & Law Centre's immigration service to offer effective, efficient and high quality representation to clients

### **Commitment**

This role is suited to you if you are available to volunteer for two - three hours one day per week on a Wednesday, Thursday or Friday for at least six months.

### **Main duties and responsibilities may include**

- Analysing financial evidence (bank statements, benefit letters, expenses) to assess eligibility
- Preparing detailed and accurate fee waiver forms to the Home Office
- Conducting research to keep updated on Home Office guidance eligibility

### **Personal skills and qualities**

- Meticulous attention to detail (fee waivers can be rejected if figures on the form do not match evidence submitted)
- Friendliness and willingness to learn
- Good grasp of technology to enable efficient form filling
- Good organisational skills to manage client's deadlines
- Non-judgmental of people's financial situations

### **Induction, Training and Development**

Volunteers will receive a full induction, and training will be available in all aspects of the role.

There is the possibility of further opportunities for drafting legal representations to the Home Office, if the individual is interested.