

## IMMIGRANT COUNCIL OF IRELAND

The Immigrant Council of Ireland (ICI) is a non-governmental organisation and Independent Law Centre which provides information, advice and legal representation to migrants and their families moving to or living in Ireland. The ICI's aim is to directly assist migrants in navigating the Irish immigration system and, in turn, the ICI uses its experience and expertise to lobby for positive policy and legislative changes within the immigration system and associated areas.

The Immigrant Council of Ireland is currently seeking applications for the following position:

### JOB DESCRIPTION

**Title of position:** Legal Intern  
**Reporting to:** Legal Services Manager  
**Location:** 2 St. Andrew St, Dublin 2

This is a 12 month full-time (30 hours per week) role, with payment of €9.15 per hour. A 3-month probationary period applies. Relevant induction and ongoing support and supervision will be provided to the successful candidate.

**Closing date for applications: 5pm, Monday 6 March 2017**

### Purpose of position

This position would be suitable for an individual seeking to build experience towards a career in legal services and/or information and advocacy positions.

The successful candidate for this position will primarily work with the ICI Information and Referral Service Team of the Immigrant Council of Ireland to provide direct information, assistance and support to ICI service users. The Information and Referral Service dealt with over 5000 telephone queries last year and the primary purpose of this internship is to provide support to this service to allow it to continue to be an effective source of reliable information to the general public on the immigration system in Ireland. During the internship the successful candidate will also support the ICI legal service with client work and will gain a great deal of practical experience in dealing with this immigration system.

### Key responsibilities

1. To provide information and assistance to ICI service users (both individuals and organisations) via its telephone information helplines;

2. To refer ICI service users to other specialised organisations and services where appropriate;
3. Where appropriate, to meet with ICI service users in an appointment based, one to one capacity to provide more in-depth information, determine their level of need, and/or to propose cases to be referred to the ICI legal service as agreed with manager;
4. To work within the Information and Legal Services Team in the delivery of support and legal services to migrants and their family members. This will include researching aspects of immigration law in Ireland, and supporting the legal service with their clients;
5. Complete and maintain manual case files and digital case management system;
6. To attend ICI casework and staff meetings;
7. Contribute to the overall work plan of the Immigrant Council of Ireland.

### **Person Specification**

#### **Qualifications and Experience:**

- Third-level degree (*essential*), law degree (*preferable*)
- Some prior knowledge of, or an interest in migration and citizenship law and policy
- Excellent oral and written communication skills
- Familiarity with Microsoft Office
- Fluency in English; fluency in other languages desirable but not essential
- Ability to work and engage in intercultural settings
- Understanding and commitment to the ICI's equality, diversity, anti-discrimination and anti-racism agenda
- Ability to work independently and to manage time effectively
- Excellent interpersonal skills
- Motivation and a desire to learn on an on-going basis

#### **HOW TO APPLY**

A one page letter of application along with a full CV and the names of two referees should be sent by way of email only to [admin@immigrantcouncil.ie](mailto:admin@immigrantcouncil.ie) with subject: internship.

**Closing date: 5pm, Monday, 6 March 2017**

Interviews will take place the week of 13 March 2017