

Dear Applicant,

BID is a leading human rights charity challenging immigration detention in the UK through the provision of free legal advice and representation on bail and deportation to people held in immigration detention alongside research, policy advocacy and strategic litigation.

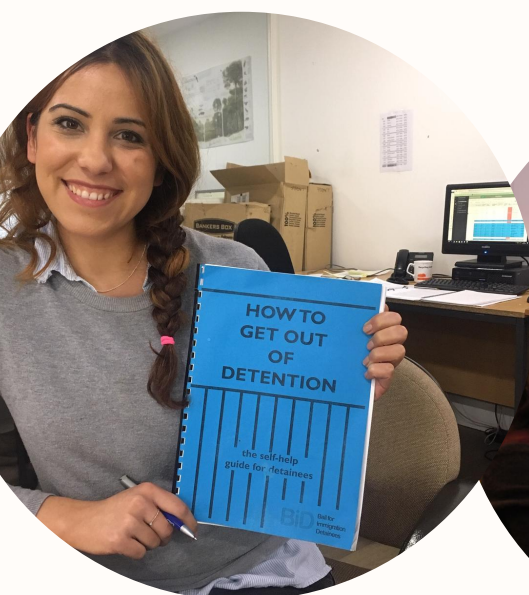
We are accredited by the Office of the Immigration Services Commissioner (OISC). BID has ten staff and 28 volunteers and our office is in Finsbury Park. All staff are currently working remotely. Since BID's inception in 1998, we have assisted thousands of individuals, played a leading role in documenting and challenging the injustices of immigration detention and highlighted the need for adequate legal safeguards against arbitrary detention.

As BID's new Director you will be leading the organisation in a very uncertain world, with the UK feeling the effects of a global pandemic, and facing the reality of life outside the European Union. Despite the uncertain times, we are committed to continuing to challenge immigration detention in the UK. You will inherit a well-resourced, effective and well-regarded organisation with a dedicated and friendly staff team. You will be well-supported by a committed group of trustees. While your role will be multi-faceted, it will be hugely rewarding and we are delighted that you have decided to apply.

Thank you for your interest in the post, and I look forward to receiving your application.

Yours sincerely,

Maggie Pankhurst  
Chair of the Board of Trustees



## Application pack for the post of Director

In this pack you will find:

- A letter from our Chair of the Board of Trustees
- A job description and person specification
- Links to our latest accounts, annual report and strategic plan
- A link to where you can download the application form

Send your completed application to  
[maggiepankie@icloud.com](mailto:maggiepankie@icloud.com)

Closing date: 5pm Monday,  
21st September

Initial interviews will take place week beginning Monday 28th September. Second interviews and presentations will take place week beginning Monday 12th October.

## Director Job Description

Salary: £50,000-£55,000 f/t (4 days a week considered)

Accountable to: BID Board of Trustees

**Responsible for:** All staff and volunteers, but directly line managing: Assistant Director, Office and Finance Manager, Research & Policy Coordinator, Fundraising and Communications Coordinator.

### Purpose of the role

Ensure the smooth running and sustainability of the organisation, enabling staff and volunteers to concentrate on delivering BID's casework, research, policy and advocacy work. Responsible for: strategic direction; organisational planning and management; external communications, including public-facing work; and governance, including liaison with board of trustees; oversight of research, policy and advocacy work; managing fundraising; oversight of finances, IT strategy, human resources management.

### Key Responsibilities

#### Strategic planning:

- In conjunction with trustee Board, and in consultation with staff, responsible for defining, planning and implementing BID's strategic plan;
- Responsible for managing BID's strategic planning process, ensuring that the plan is reviewed and updated annually and that staff and volunteers have the opportunity to contribute to each update.
- Monitoring of and reporting on strategic plan, and related organisational management.

#### Fundraising

- Oversee the development and implementation of BID's fundraising strategy in consultation with staff and trustees; researching potential new sources of income
- Undertake direct fundraising for BID, mainly through grant applications from trusts and foundations, and develop, maintain and build funding relationships;
- Regular reporting to funders
- Oversee the fundraising and communications' work carried out by the Fundraising & Communications Coordinator
- Produce regular information on actual and projected income

#### Staff management

- Responsible for overseeing the management of all staff and for directly line-managing the post-holders listed above. Ensuring that there is harmonisation in management, training & development, and appraisal.

## Director Job Description

### Internal and External Communication

- Act as representative of and advocate for BID and people in detention externally
- Public speaking to diverse audiences such as parliamentarians and local groups
- Building and maintaining relationships with journalists and documentary makers; providing quotes to journalists, participating in media interviews
- Building relationships with other organisations in the sector
- Oversight of the production and distribution of any BID promotional, policy and campaigning or organisational material, including online information
- Active on social media, including BID's Twitter feed
- Editing and quality control on all external documents, including the Annual Report and audited accounts
- Responsible for coordinating internal communication within BID. This will include overseeing any planned events and organisational processes; project planning, production of the Annual report, and ensuring that internal communication is effective.

### Human resources

- Responsible for managing human resource matters within BID, including maintaining BID's personnel systems and records, and for updating and amending HR policies, (keeping Office Manual containing staff terms and conditions updated) in consultation with trustees.
- Monitoring staff supervision and appraisal processes, including carrying them out for line-managed staff.
- Managing the recruitment, induction, and contracts of BID's staff and volunteers.

### Finance

- Responsible for overseeing the effective financial management of the organisation, as delegated to the Finance Manager, ensuring that any income due is received, that costs of the organisation are controlled, and that both income and expenditure are carefully monitored;
- Ensuring that management accounts are produced monthly, and checking these accounts;
- Participating in the annual audit of BID's accounts, liaising with board Treasurer as and when necessary; Oversight of annual budgeting process

### Casework and policy

- Responsible for ensuring that BID's casework is adequately managed and supervised and that BID's policy work is in line with BID's stated policy objectives
- Carry out policy and parliamentary work together with BID's Research & Policy Coordinator and BID's Assistant Director

## Director Job Description

Office management & administration & facilities management

- Oversight of the work of the Office Manager who is responsible for the effective management, maintenance and development of the facilities, including liaison with landlords and IT facilities

Governance and regulation

- Manage organisational relations with Board of Trustees
- Keep trustees informed of progress against organisational plans, participate in formation of sub-committees when necessary, liaise with Chair on a monthly basis
- Ensure compliance with relevant regulatory bodies, in particular the Charity Commission, OISC, the Fundraising Regulator and Companies House
- Act as Company Secretary

General

- Seek to empower people in detention by elevating their voices both inside the organisation and externally.
- Keep abreast of new developments in asylum and immigration law and policy, particularly those pertaining to detention
- Act as an ambassador for the organisation, participating in public speaking, meetings and conferences as appropriate
- Support all organisational quality and consultation initiatives and standards including those set by the OISC.
- Support and work within the organisation's Equal Opportunities Policy.
- Undertake any other duties commensurate with the post.

BID is a small and flexible organisation and all staff are expected from time to time to provide assistance with a variety of ad hoc organisational initiatives and tasks. This job description will be reviewed annually with the post-holder to reflect agreed changes in role and responsibilities.

Helpful  
resources to  
find out more

[BID's latest  
Annual Report](#)

[BID Accounts](#)

[BID's Strategic  
Plan](#)

[Application form](#)

***"BID really supported me a lot while I was in detention because they literally went to represent me for bail lots of times. Which was really, really helpful Having people like that is going to allow more people to be able to fight for their rights."***  
**- BID Client**

## Person Specification

Candidates will be able to demonstrate the following:

### Experience

- At least three years' experience in leading a small charity/not for profit or equivalent senior management experience in a larger charity/not for profit
- At least five years' experience of line management of staff
- Experience of fundraising from grant-making trusts and foundations, with a track record of making successful grant applications
- An understanding of good governance and legal responsibilities and the ability to work successfully with a board
- Knowledge of the field of immigration law and detention, and the regulatory environment within which BID operates
- Experience of participating in (preferably leading) organisational strategic planning

### Skills

- Strong strategic and cultural leadership skills with a collaborative approach to working internally and externally
- Ability to externally represent and advocate on behalf of BID and people in detention to different audiences e.g. media, politicians, community groups
- Excellent people management skills with the ability to inspire and enthuse others
- Excellent financial skills including the ability to lead an organisation through the cycle from budgeting to audit and presentation of accounts
- Project management experience with demonstrable ability to bring in projects on time and within budget
- Excellent time management skills including the ability to prioritise and work calmly under pressure
- Strong IT skill
- Excellent oral and written communication skills, including writing and editing skills

### Values

Demonstrable commitment to BID's values, vision and mission including:

- commitment to the protection and promotion of human rights including in particular those of refugees and migrants
- commitment to equality of opportunity and inclusion, including specifically anti-racism



***"Advice and support from BID is simply brilliant. BID does unique services, they know the law well. I will recommend BID to every foreign national; BID is the only effective bail medium in the UK."***  
- BID Client 2019

**[Download the Application form](#)**

