

About BID

BID is a leading human rights charity challenging immigration detention & deportation in the UK through the provision of free legal advice and representation to detained asylum seekers and migrants. We are accredited by the Office of the Immigration Services Commissioner (OISC).

Since our inception in 1998, we have assisted over 46,000 individuals, played a leading role in documenting and challenging the injustices of immigration detention and deportation.

Role overview

We are looking for a passionate Immigration Caseworker to help our legal team deliver advice and representation on bail and deportation to people detained under immigration powers.

You will be strongly motivated to challenge injustice and will do so by working largely with people detained in prison following a criminal conviction for which they are now facing the additional punishment of detention and deportation.

People detained in prison face structural racism, stigmatisation as a 'foreign national offenders', poor access to justice, restricted communications and the routine use of prolonged shared and solitary confinement to a cell.

Your role will be to empower these individuals to exercise their human rights. You will do so by preparing cases for representation in the First-tier Tribunal, delivering legal advice sessions in prisons and in Immigration Removal Centres and supervising our volunteers. There are also opportunities for you to contribute to BID's research, policy, communications and strategic litigation work challenging the use of immigration detention, including its use in prisons.

For over two decades BID has nurtured casework volunteers to become the next generation of human rights advocates. You will assist members of your team to continue this tradition by developing our team of volunteers and supervising their work on our advice line and on individual cases.

You will be either an immigration solicitor, or barrister, or an immigration adviser accredited at Level 3 with the OISC, or you will be accredited under the Immigration and Asylum Accreditation Scheme as a Level 2 Caseworker. You must also have excellent communication skills, experience of legal work in the field of asylum and/or immigration and a commitment to human rights. You will also need to be adaptable as BID is a dynamic organisation that quickly mobilises to respond to the changing needs of our clients and the context within which we work.

You will be working from our office in Finsbury Park alongside our ten staff and an average of about ten volunteers daily (from a pool of thirty or more volunteers).

Applications from people with lived experience of the immigration system or from communities disproportionately impacted by the hostile environment and/or structural racism are particularly encouraged.

How to apply

Please download the [application pack here](#) and send completed applications to our director Annie Viswanathan at annie@biduk.org. **The closing date for this post is 10 pm on Sunday 31st July.** Interviews will take place on Thursday 4th August.



"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."
- Former Client

Job description

Salary: £32,531 + 5% employer's pension contribution

Contract: Full-time

Location: Office based in Finsbury Park

Accountable to: Legal Managers

Responsible for: Casework volunteers

Purpose of the role

Supporting Legal Managers of BID's outreach programme which provides legal advice, information and support principally through an advice line and legal advice sessions in detention centres and prisons to enable people to represent themselves in court; preparation of bail cases for the First Tier Tribunal. You will work mostly with people detained in prison but will also assist clients detained in immigration removal centres.

This post is self-servicing.

Key Responsibilities

- To assist with the delivery of BID's programme of workshops and legal advice surgeries in detention centres and prisons as necessary.
- To assist with the delivery of BID's general advice service to assist people to apply for release from immigration detention.
- To assist with the development and management of advice services to people in detention who are facing deportation and who wish to make claims to remain in the UK based on Article 8 ECHR grounds.

Accredited Immigration Solicitor/ Caseworker Application pack

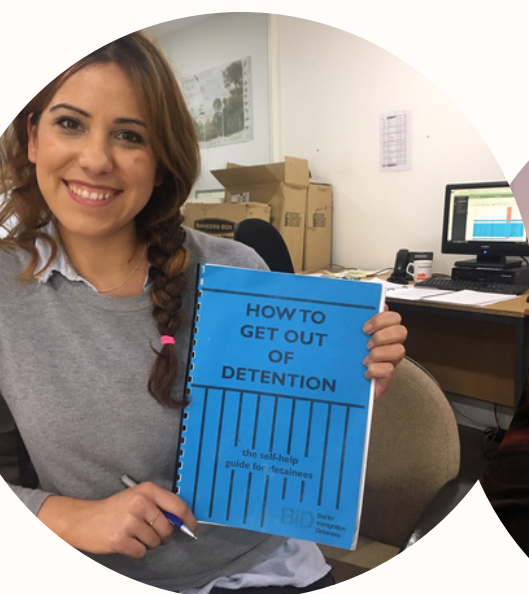
In this pack you will find:

- A job description and person specification
- Links to helpful resources and a link to where you can download the application form

Send your completed application to our director Annie Viswanathan by emailing annie@biduk.org.

Closing date: 10pm on Sunday 31st July.

Interviews: Thursday 4th August.



Key Responsibilities Continued

- To prepare bail applications to agreed targets for vulnerable people and those held in immigration detention for a long time, especially in prison, in line with BID's strategic priorities.
- To ensure follow-up from workshops and to provide support and advice to people in detention by telephone, fax, email and post.
- To staff BID's advice line and to assist with the supervision of casework volunteers, ensuring OISC compliance.
- To develop and deliver appropriate training for volunteers to be successful in their positions.
- To assist Legal Managers and the Legal Director on strategic issues arising from casework.
- To provide support to people in detention through signposting and referrals.
- To use evidence from casework to feed information into BID's policy and advocacy strategy.
- To identify and pursue issues arising from casework with a view to supporting civil claims and strategic litigation.
- To build/maintain links with other organisations working on issues from casework.
- To assist with the drafting or updating of BID's self-help materials, helping to also ensure that places of detention and clients receive a regular supply of updated materials.
- To assist in external/internal training, as agreed with the Legal Manager and Legal Director.
- To attend relevant meetings as required.
- To maintain client records, through the casework database and elsewhere if necessary.
- To assist with the preparation of project descriptions and reports for fundraising or reporting to funders or trustees.
- To contribute to the development of BID including responding to external changes/adapting methods and reviewing and reporting on the strategic plan.

Person Specification - Essential:

Qualifications

- A relevant legal qualification to Level 3 OISC in Asylum and Protection or IAAS Level 2 (which is transferable to OISC Level 3 in Asylum and Protection only)

Experience

- Experience as an immigration and/or asylum law advisor.
- Experience of delivering advice and representation to people in immigration detention.
- Experience of legal or other research.
- Experience of designing and delivering training, making presentations, public speaking.

Skills and Attributes

- Commitment to BID's vision of a world in which no one is deprived of their liberty for immigration purposes and no one is deported from their home.
- A strong motivation for challenging injustice and a commitment to supporting clients to exercise their human rights regardless of their immigration status and/or prior convictions.
- An ability to communicate and empathise with people in detention from many different cultures.
- A commitment to teamwork and supporting volunteers.
- Excellent communication skills both written and oral.
- Strong interpersonal skills and an ability to communicate and empathise with people in detention from many different cultures.
- Computer skills, including Word and Excel.
- An ability to attend occasional evening meetings and travel to courts, prisons and detention centres around the UK.
- A willingness to adapt to the changing needs of our clients and the rapidly changing context that BID operates in.

Person Specification - Desirable

- Experience of delivering legal advice in Article 8 and deportation claims and appeals.
- Recent experience of preparing and/or presenting appeals and/or bail applications before the FTT or other courts.
- IAAS Supervisor's qualification.
- Languages other than English.
- Experience of writing and editing, especially, for example, policy briefings.
- Experience of campaigning.
- Experience of volunteering and/or managing volunteers.

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

[Application form](#)

[Article: A day in the life of BID's advice line](#)

[Article: End detention in prisons](#)

[Annual Report](#)

"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