

BID Volunteer Assistant Caseworker

Role Description

Volunteer assistant caseworkers provide support to BID's Legal Managers in the delivery of legal advice, information and representation to immigration detainees in the UK held either in prisons or detention centres. They are provided with training in asylum, immigration and human rights law to enable them to take exams at OISC Level One. They are supervised at all times by an OISC accredited supervisor.

BID operates a helpline, open between 10am and 12 midday Monday to Thursday and provides further support to detainees outside those hours. It also selects certain cases for representation, according to organisational priorities.

Main tasks

- Responding to incoming calls when the telephone lines are open.
- Making calls to a wide range of people in order to collect information for bail hearings (for example, solicitors, detainees, detainees' friends and family, the Home Office).
- Keeping accurate case records (which involves recording all calls made and received on client's file and recording all action taken.)
- Sending out letters and information to detainees.
- Drafting letters to support applications for release.
- Some research to support bail applications.
- Supporting detainees who are preparing their own bail applications using the BID self-help book, *How to Get out of Detention*.
- Administrative tasks, such as dealing with incoming mail or inputting case records into database.
- Assisting the Right to Liberty Manager or other BID staff with workshops or legal advice sessions in immigration removal centres or prisons.

You will be required at all times to respect:

- ☐ The standards of the Office of the Immigration Service Commissioners ;
- ☐ BID's confidentiality policy
- ☐ BID's equal opportunities policy

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Person specification

Essential

You should

- Be keen to challenge detention and to enable people to exercise their right to liberty.
- Have a good telephone manner and the confidence to call a wide range of people
- Have the ability to accurately record and summarise information.
- Question assumptions and be open-minded.
- Be able to work in a small, busy office.
- Speak fluent English.

Desirable

- Graduate or post-graduate degree in law along with some legal experience
- Speaker of languages other than English, particularly key languages spoken by people in detention.
- Experience of the immigration system and/or detention, either first hand experience or, for example, through visiting detainees.
- Experience of working with people whose first language is not English.
- Interest in human rights, migration or asylum issues.
- Experience of preparing bail applications, immigration cases or other legal cases.