

November 2017

Dear Applicant,

**Application for the post of Policy & Research Coordinator**

Please find enclosed:

1. A job description and person specification
2. A guide to completing the application form
3. An application form
4. An equal opportunities monitoring form

The post is a permanent five day a week post with annual leave of 27 days per year. The annual salary is £31,893 inclusive of London weighting. BID pays a pension contribution of 5% of gross salary on satisfactory completion of six months' probation.

Set up in 1998, BID challenges immigration detention in the UK through the provision of legal advice, information and representation on release from detention and deportation, alongside research, policy advocacy and strategic litigation. Our strategic objectives are: to challenge long-term detention and the detention of vulnerable people in detention centres and prisons and to improve their access to justice; to challenge the separation of families for immigration purposes; and to improve access to justice for detainees facing deportation who are long-term residents and/or parents.

This is an exciting opportunity for an exceptional individual with a demonstrable record of policy and research work, ideally within asylum, immigration or immigration detention. You will be responsible for the delivery of BID's policy, research and influencing work. As part of your role you will gather evidence from our casework to prepare briefings and papers to push the issue of immigration detention up the agenda of government departments, the courts and the media. Working closely with the Director and the Assistant Director the successful candidate will help BID maximise its impact on detention policy and practice.

The closing date for applications is **5:00 pm on Monday 27<sup>th</sup> November 2017**. You can email the completed application form directly to me at [celia@biduk.org](mailto:celia@biduk.org) or send it in by post. Interviews will take place on Monday 11<sup>th</sup> December.

We regret that, due to limited resources, we will only be able to respond to your application if you are short-listed.

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

Yours sincerely

**Celia Clarke**  
Director



## Policy and Research Coordinator

**£31,893 + 5% employer's pension contribution**

### Job description

**Responsible to: Director**

**Responsible for: Research and Policy interns, external consultants**

**Function of Post:** To challenge immigration detention in the UK through the delivery of BID's policy, research and influencing work in line with its objectives. To work closely with the Assistant Director to ensure that casework and policy objectives cohere.

### Responsibilities

- Manage BID's policy, research, parliamentary, campaigns and media work
- Lead on parliamentary and public affairs work, both reactive and pro-active, to raise awareness of immigration detention and identify and create opportunities to influence
- Build and manage relationships with other organisations and key decision makers including parliamentarians, advisors and civil servants
- Liaise closely with Legal Managers and Assistant Director to ensure that key issues arising from BID's casework are identified and inform policy, research and legal work
- Identify policy & research opportunities that will strengthen BID's advocacy and lobbying; commission and manage any research, and use the results to support the organisation's influencing objectives
- Carry out regular monitoring of external policy & research developments in immigration detention and use these to inform influencing work, ensuring others within the organisation are aware of developments
- Lead on coordinating and submitting briefings, reports and consultation responses to government and parliamentarians, public bodies and the judiciary both pro-actively and reactively
- Liaise with the media, creating opportunities for coverage of key BID priorities, monitoring and coordinating BID's response to the media, dealing with media enquiries, drafting articles, statements & press releases
- Manage BID's social media presence maximising use of social media channels and maintenance and development of BID's website
- Draft regular short briefings on work carried out for BID's trustees; prepare materials such as newsletters for members and supporters; and draft reports and bids for funders
- Represent BID externally at meetings, networks, and various public platforms
- Identify themes for and lead on shaping content for meetings such as Annual General Meeting, meetings to launch reports and other public meetings, drafting briefings, liaising with speakers etc.
- Recruit and manage Research and Policy volunteers



- Generally promote the interests and work of BID and undertake any other reasonable tasks, as required

### **Person specification:**

#### **Essential**

Demonstrable experience of bringing about policy change through influencing work

Excellent policy & research skills and proven experience of initiating and undertaking policy & research projects

Experience of generating media coverage and responding to media enquiries

Excellent and persuasive written and oral communication skills and ability to communicate to a variety of audiences including those with limited knowledge of complex issues

Good understanding of the UK political and parliamentary landscape (including in depth knowledge of parliamentary processes) and experience of using this to bring about change

A demonstrable interest in asylum and immigration in the UK and commitment to human rights

Strong analytical, problem solving and decision-making skills.

Ability to work on own initiative

Proven expertise in social media platforms

An ability to communicate and empathise with detainees from many different cultures

An ability to work collaboratively as part of a team

An ability to attend occasional evening meetings and travel to courts, prisons and detention centres in the south of the UK

Excellent computer skills, including working with databases

Excellent organisational and administrative skills

#### **Desirable**

Experience of working with refugees and asylum seekers

Knowledge of immigration detention law and policy

Experience of supervising volunteers

Experience of writing and uploading website content



**Guidance notes for completing the application form.**

**Please read these notes carefully. They have been written to help you make the best of your application. The decision to short-list you will be based on the information you provide on the application form. You will be required to show how you meet the requirements of the job description and person specification.**

1. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
2. The person specification describes the skills, knowledge and experience which you will need in order to do this job. You should address each factor in turn. This is where you make your case for being selected to do the job. Examine the skills and experience being asked for and provide evidence of your suitability by giving specific examples which show that you have the necessary skills, knowledge and experience for the job.
3. If you have been out of paid employment for a period of time your job history may be less important than some other responsibilities or experience which you have had recently.
4. Do not forget skills and experience that you have gained outside full-time work.
5. Write out your application in a brief, well-organised and positive way.
6. Please keep to the word limit.



**Application form for the post of Policy & Research Manager**

**Personal details:**

Full name	
National Insurance No.	
Address for correspondence	
Email address	
Daytime tel. no.	
Evening tel. no.	
Mobile no.	

**References**

Please provide the names and addresses of two referees. One should be your current employer (if any) and it would be preferable if the other were to be someone who has known you in a professional capacity.

Name	
Address	
Tel. no.	

Name	
Address	
Tel. no.	

**Declaration**

I certify that the information given on this form is correct to the best of my knowledge. I consent to BID checking any of this information. I consent to BID contacting the referees I have put forward if I am offered the post.

Signed.....Date.....



**1. Education and training**

Please list your educational, professional qualifications and any courses which you believe are relevant to the post

Dates	Course/Qualification/Training

**2. Employment**

Name and Address of employer	Dates of commencing and finishing	Position held and responsibilities undertaken	Reasons for leaving employment




**Any other relevant experience as a volunteer or in any other capacity:**

Name and address of organisation	Dates of commencing and finishing	Work undertaken	Reasons for leaving

**3. Languages (please indicate your level of ability i.e. basic, able to converse, fluent, bilingual)**

Spoken.....

Written.....

**4. Ability to take up the post**

If successful, when would you be able to start with BID? .....



**5. Health record**

If you have taken time off from work (apart from holidays) or suffered any sickness over the past year, could you please give details of time off and the reasons for this:

.....  
.....

**6. Reasons for applying for the post.**

Please tell us why you are applying for the post. Describe the skills and abilities, knowledge and experience that you can bring to the post. Please make sure that you reply **closely following the points in the person specification** for this post. If you wish you can continue on another page but please do not write more than 1000 words in total.





**Bail for Immigration Detainees**

**Equal opportunities monitoring form**

**Equality of opportunity**

Bail for Immigration Detainees operates an equal opportunities policy. The aim of the policy is to ensure that no potential or actual employee, volunteer or user of our services is discriminated against on the basis of gender, race, sexual orientation, age, disability or HIV status.

**Employment monitoring**

To assist BID to monitor the effectiveness of its Equal Opportunities Policy as it relates to recruitment procedures, we would be grateful if you would complete this form. All forms will be separated from the application forms and will not be used in the selection procedure. This information will be held separately and will only be used for monitoring purposes.

Post applied for?.....

Where did you see it advertised?.....

Date of Birth?.....

Male/Female (Please circle as appropriate)

Age.....

I would describe my ethnic origin as.....

Do you consider that you have disability? Yes/No (Circle as appropriate)

If yes, what is the nature of your disability: .....  
.....  
.....

