March 2018

Dear Applicant,

**Application for the post of Legal Manager, Prisons’ Project**

Bail for Immigration Detainees (BID) is a human rights charity challenging immigration detention in the UK and promoting access to justice for immigration detainees. We provide legal advice and representation on bail and deportation alongside research, policy advocacy and strategic litigation. We are accredited by the Office of the Immigration Services Commissioner.

Since 1998 BID has 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.

We are looking for a Legal Manager who will take responsibility for our Prisons’ Project. Currently more than 400 individuals are held in prisons post-sentence under immigration powers. They are held as serving prisoners and have no access to legal advice and representation. This is an exciting opportunity for an exceptional individual with proven experience to provide immigration detainees with much-needed legal assistance and contribute to challenging immigration detention in the UK. You will be either an immigration solicitor or an immigration adviser, accredited at Level 3 with the OISC, or under the Immigration and Asylum Accreditation Scheme as a Level 2 Caseworker, have excellent communication skills, two years’ experience of legal work in the field of asylum and immigration and a commitment to human rights. You will need to be self-motivated, able to manage volunteers and committed to working as part of a small and friendly team. BID has ten staff and 28 volunteers and our office is in Finsbury Park.

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 closing date for applications is **5pm on Monday 23rd April**. **Interviews will take place on Monday 30th April**. You can email the completed application form directly to me at [celia@biduk.org](mailto:celia@biduk.org) or send it in by post to the address above. Thank you for your interest in the post, and I look forward to receiving your application.

Yours sincerely

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**Celia Clarke**

**Director**

**BAIL FOR IMMIGRATION DETAINEES (BID)**

**Legal Manager, Prisons’ Project, 4 days per week**

**£27,807 for 4 days a week (£34,759 fte) + 5% employer’s pension contribution**

**Function of Post**

The main focus of the post will be to carry out bail and detention casework and outreach in line with BID’s organisational priorities, focusing on detainees held post-sentence in prisons. As at the end of December 2017, 407 people were held under immigration powers in prisons.

**Responsibilities**

* Bail and detention casework prioritising individuals held post-sentence in prisons
* Implementing BID’s strategic approach to casework in representing detainees with bail applications including drafting detailed grounds for bail and witness statements, making applications for temporary release, and making applications under the pre-action protocol;

and

* Delivering BID’s outreach programme to provide advice, information and support to enable detainees to represent themselves in court.

It is envisaged that this 4-day post will involve:

* Liaising with BID’s family team, prioritising parents separated from their children;
* Preparing 3-5 bail applications a week;
* Contributing to the updating of the BID Notebook, and producing other written materials including bulletins and leaflets;
* Managing/supervising the volunteer advice line when required;
* Supervision of volunteers;
* Delivering workshops and legal advice sessions in prisons.

**Job description**

Make applications for temporary release, issuing pre-action protocol letters and taking other legal casework steps as necessary;

Prepare bail applications on cases in line with BID’s strategic priorities, liaise with pro bono counsel and courts;

Liaise with other lawyers to whom referrals may be made, including Judicial Reviews and unlawful detention claims as well as substantive asylum/immigration cases, ensuring that barristers provide legal opinions when appropriate;

Carry out BID’s programme of workshops and legal surgeries on bail and self-representation mainly in prisons;

Work closely with BID’s R2L and Family Legal Managers, BID’s policy coordinator, and the Assistant Director, on strategic issues arising from outreach and casework;

Ensure supervision of volunteers and casework management complies with OISC standards;

Provide support to detainees through signposting and referrals;

Maintain careful, accurate and confidential casework records, including the use of the BID database (Smartsheet);

Ensure the coordination of casework with policy and casework staff, and the maintenance of appropriate records for use in policy work;

Collect data for BID’s policy work;

Assist in external/internal training;

Attend relevant meetings as required;

Prepare project descriptions and reports for fundraising or reporting to funders;

Provide monthly reports to the Trustee Board;

Contribute to the development of BID including responding to external changes/adapting methods and reviewing and reporting on the Strategic Plan.

**Person specification**

**Essential:**

* Relevant legal qualification (barrister or solicitor) or experienced asylum/immigration caseworker, and to level 3 OISC/Level 2 IAAS
* Experience of designing and delivering training, making presentations, public speaking
* Recent experience of preparing and/or presenting appeals/bail applications before the FTT or other courts
* Excellent communication skills both written and oral
* A demonstrable commitment to human rights
* An ability to communicate and empathise with detainees from many different cultures
* An ability to work as part of a team and to work collaboratively with people from other organisations
* An ability to attend occasional evening meetings and travel to courts, prisons and detention centres around the UK
* Experience of managing and working with volunteers
* Computer skills, including Word, Access and Excel

The post is self-servicing

**Desirable:**

* Experience of human rights law in relation to prisoners
* Experience of writing and editing, especially, for example, policy briefings
* Experience of campaigning
* Languages other than English

**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 Legal Manager, Prisons’ Project**

**Personal details**

|  |  |
| --- | --- |
| Full name |  |
| National Insurance Number |  |
| Address for correspondence |  |
| Email address |  |
| Daytime telephone number |  |
| Evening telephone number |  |
| Mobile telephone number |  |

**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. Your referees will be contacted only if you are offered the position.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone number |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone number |  |

**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 training or courses which you believe are relevant to the post

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| --- | --- |
| **Dates** | **Course/Qualification/Training** |
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1. **Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of employer** | **Dates of commencing and finishing** | **Position held and responsibilities undertaken** | **Reasons for leaving employment** |
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**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** |
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1. **Languages** (please indicate your level of ability i.e. basic, able to converse, fluent, bilingual)
2. **Ability to take up the post**

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

1. **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:

1. **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 essential criteria 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**

Please note that, if you are not shortlisted or selected, your application form will be retained for six months after the recruitment process and then destroyed.