June 2018

Dear Applicant

**Application for the post of Legal Manager, Right to Liberty**

Bail for Immigration Detainees (BID) is a human rights charity that challenges immigration detention in the UK. We provide legal advice and representation alongside research, policy advocacy and strategic litigation aimed at securing change in detention policy and practice. We are accredited by the Office of the Immigration Services Commissioner (OISC). Since its inception in 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 share responsibility for managing our Right to Liberty project, which includes managing the advice line, supervising volunteers, producing, updating and disseminating our self-help materials on bail and on deportation and Article 8, delivering legal advice sessions in detention centres, and preparing cases for representation in the First Tier Tribunal.

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 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/solicitor, 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 a large team of 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 **5:00 pm** on **Monday 2nd July 2018**. The application pack is on our website (www.biduk.org). Please email the completed application form to BID’s Assistant Director, Pierre Makhlouf at **pierre@biduk.org**. Interviews will take place on Monday 9th July. 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**

**BAIL FOR IMMIGRATION DETAINEES**

**Legal Manager, Right to Liberty**

**£34,759 +5% employer’s pension contribution**

**Job description**

**Responsible to:** Assistant Director

**Responsible for:** Casework volunteers

**Function of Post:**

Joint management of BID’s outreach programme which provides legal advice, information and support principally through an advice line and legal advice sessions in detention centres to enable detainees to represent themselves in court; preparation of bail cases for the First Tier Tribunal.

This post is self-serving.

**Casework:**

1. To manage and ensure the delivery of BID’s programme of workshops and legal advice surgeries in Harmondsworth, Colnbrook, Morton Hall and Yarl’s Wood Immigration Removal Centres and other detention centres as necessary.
2. To manage the delivery of BID’s advice service to assist detainees to apply for release from immigration detention.
3. To develop and manage the delivery of advice to detainees facing deportation who wish to make claims to remain in the UK based on Article 8 ECHR grounds.
4. To prepare bail applications to agreed targets for vulnerable and long-term detainees, in line with BID’s strategic priorities.
5. To manage all follow-up from workshops and provide support and advice to detainees by telephone.
6. To manage BID’s advice line and supervise the work of casework volunteers, ensuring OISC compliance. It is envisaged that this will be on at least two days a week.
7. To work closely with the other Legal Managers and the Assistant Director on strategic issues arising from casework.
8. To provide support to detainees through signposting and referrals.
9. To use evidence from casework to feed information into BID’s policy and advocacy strategy.
10. To identify and pursue issues arising from casework with a view to supporting civil claims and strategic litigation.
11. To build/maintain links with other organisations working on issues from casework.
12. To prepare and update all BID’s self-help materials, ensuring that detention centres and clients receive a regular supply of updated materials.
13. To assist in external/internal training.
14. To attend relevant meetings as required.
15. To maintain client records, through the casework database and elsewhere if necessary.
16. To prepare project descriptions and reports for fundraising or reporting to funders.
17. 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***

* Relevant legal qualification to Level 3 OISC or IAAS Level 2 in immigration law and asylum law.
* Two years’ experience as an immigration and/or asylum law advisor.
* Experience of legal or other research.
* Experience of designing and delivering training, making presentations, public speaking.
* Recent experience of preparing and/or presenting appeals and/or 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.
* Computer skills, including Word and Excel.
* An ability to attend occasional evening meetings and travel to courts, prisons and detention centres around the UK.

***Desirable***

* IAAS Supervisor’s qualification.
* Experience of delivering legal advice in Article 8 and deportation claims and appeals.
* Languages other than English.
* Experience of writing and editing, especially, for example, policy briefings.
* Experience of campaigning.

**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, Right to Liberty**

**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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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.*