

Apply to become BID's next Director

Dear Applicant

BID is a leading human rights charity challenging immigration detention in the UK. We provide free legal advice and representation on bail and deportation to people held in immigration detention, alongside our research and policy advocacy work and strategic litigation.

BID has around ten staff and around 50 active volunteers and our office is in Finsbury Park. Since BID's inception in 1998, we have 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 a registered charity and accredited by the Office of the Immigration Services Commissioner (OISC).

As BID's new Director you will be leading the organisation in a period of both challenges and opportunity, as the new Government settles in and debates about immigration policy continue. Despite the uncertain times, we are committed to continuing to challenge immigration detention in the UK. You will inherit a well-resourced, effective and well-regarded organisation with an impressive, dedicated and friendly staff team. You will be well-supported by a committed group of trustees. While your role will be multi-faceted, it will be hugely rewarding and we are delighted that you have decided to apply.

Application pack: In this pack you will find:

- A job description, person specification and outline recruitment process
- Links to our [latest accounts and annual report](#) and [strategic plan](#)
- A link to apply: [apply here](#)

Timing: Applications will close at 5pm on Monday, 30th September. Screening calls with long-listed candidates are expected to take place week beginning Monday 7th October. Interviews and presentations are expected to take place weeks beginning Monday 14th and 21st October.

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

Suhan Rajkumar, Chair of the Board of Trustees



Director Job description

We're looking for BID's next Director. Your mission, should you choose to accept it, will be to ensure the smooth running and sustainability of the organisation. Your work will be essential to move us closer to achieving our central aim of ending immigration detention in the UK.

You'll lead from the front - providing strategic direction and advocating for BID externally, whilst enabling staff and volunteers to concentrate on delivering BID's vital casework, research, policy and advocacy work supporting people in or at risk of detention and deportation.

Working with trustees, funders and staff, you'll ensure that the organisation puts our values of access to justice, freedom, independence, empowerment, excellence and evidence at the heart of everything we do.

The impact we're looking for:

- Empower our Legal Director, staff and volunteers to deliver quality advice and support to our clients
- Elevate the voices of people in detention and at risk of deportation
- Act as an ambassador for BID - to both the public and policymakers - to further our goals
- Ensure BID's work is of the highest possible standards, including those set by the OISC

What you'll be working on:

BID is a small organisation - as Director, you will own the overall operation, management and sustainability of the charity. The key responsibilities below reflect the scope of the role right now - but as with any small charity, you will need to be agile and responsive. You have the support of a brilliant team - and there will also be the opportunity to recruit an Operations Lead (or other role based on your assessment of needs) to support you once in post.

The role:

Salary: £60,000-£65,000 FTE plus 5% employer pension contributions (4 days a week considered)

This role will be based at our London office, with flexibility to work remotely from time to time.



Key responsibilities

Strategic planning:

- You'll own the design, implementation, evolution and evaluation of our strategic plan - incorporating input from those with lived experience of detention and key stakeholders to leverage their expertise, collaborating with trustees and staff to drive BID forward.

Finance and operations

- You'll lead the annual budgeting process, be responsible for our finances, and see us through audits smoothly
- With support from our Treasurer, you'll be responsible for the effective financial management of the organisation, ensuring that accurate management accounts and cash flow projections are produced monthly
- You'll ensure our systems, assets, offices and contracts are fit for purpose
- You'll work with our trustees to ensure our policies and practices are impactful, inclusive and accessible

People and culture

- You'll foster an open, warm and inclusive culture for the whole BID team, always striving to increase the representation of those from the minoritised communities that BID serves
- You'll work with our trustees to ensure a consistent approach to recruitment, management, training and development and pastoral care at BID
- You'll take a proactive approach to internal communication, fostering transparency and collaboration across BID
- You'll directly manage, coach and mentor our Legal Director, Research and Policy Coordinator and Fundraising and Communications Manager (and Operations Lead, once in post).
- You will set the standard for professional management, ensuring staff are supported to reach their potential within BID.



Fundraising

- You'll champion and continuously develop BID's fundraising strategy, consulting with staff and trustees to find new sources of income
- You'll also be directly fundraising for BID, working on grant applications from trusts and foundations, and developing and nurturing relationships with private donors
- Working with our Fundraising & Communications Manager, you'll support them to build our donor community and ensure that our donors are kept informed about the impact of their contributions

Policy and communications

- You'll advocate for BID and people in detention to the public and via the media
- You'll build and nurture relationships with politicians, journalists and other organisations across our sector
- You'll oversee the production and distribution of any BID promotional, policy and campaigning or organisational material, bolstering our online presence, policy reports and annual accounts

Legal and casework

- You'll support the Legal Director to ensure that our team stay on top of casework to the high standards BID is known for
- Collaborating with BID's Research & Policy Coordinator and Legal Director, you'll carry out policy and parliamentary work in line with our objectives

Governance and regulation

- You'll build strong relationships with our Board of Trustees, taking a proactive approach to communication and reporting and leveraging their expertise
- Ensure compliance with relevant regulatory bodies, in particular the Charity Commission, OISC, the Fundraising Regulator and Companies House (as Company Secretary)



Who we are looking for

To succeed in this role, you'll need to demonstrate most of the following experiences and skills. Please don't be put off applying if you haven't done everything listed here. If you are experienced at some of these things, and think this is the job for you, please do consider applying.

- Experience at senior management level within a small charity/not for profit.
- Senior management experience in a larger charity/not for profit is also relevant but you must have an understanding of the challenges in running a smaller organisation.
- Deep experience of people management and a clear philosophy on how to get the best out of a talented team
- Experience of developing a coherent and compelling strategic plan and working with your team to achieve it
- Ability to confidently represent and advocate on behalf of BID and people in detention to different audiences e.g. media, politicians, community groups
- Experience of policy and parliamentary work, talking to people who can help secure change.
- Knowledge of the field of immigration law and detention, and the regulatory environment within which BID operates
- A track record of making successful grant applications
- An understanding of good governance and the ability to work successfully with a board
- A collaborative approach to working internally and externally, and experience of partnership working
- Excellent time management skills including the ability to prioritise and work calmly under pressure
- Excellent oral and written communication skills, including writing and editing skills
- Demonstrable commitment to BID's values, vision and mission - we're looking for a candidate with a strong commitment to protecting and promoting the rights of refugees and migrants
- A strong commitment to leading an inclusive, anti-racist organisation.

We are particularly interested in hearing from candidates with lived experience of the immigration system.



The process

A note on our approach to diversity, equity and inclusion

At BID, we view diversity of experience and background as integral to our success. We exist to serve anyone in or at risk of detention or deportation - and we can't do that without recruiting a diverse team. We strive to create a transparent, safe and anti-racist environment where all of our team members are heard and welcomed.

What you can expect from our recruitment process:

- [Apply here via our application portal](#)
- A 30-45 minute introductory call with the Chair of our Board of Trustees
- A 60 minute remote interview diving into your skills and experience with 2 of our trustees
- A final 75 minute in person interview with a presentation component, conducted in person with 2 of our trustees together with staff. You'll also get the opportunity to see our office and chat informally with our current director.

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Our interview process is designed to allow candidates to showcase their skills and potential. We welcome both candidate feedback and requests for adjustments to our process to enable you to showcase your best self.

We look forward to hearing from you.

