**Application Pack for the post of Legal Manager, Adults At Risk Partnership Project**

£39,459 (subject to review) + 5% employer’s pension contribution

Dear Applicant,

BID is a leading human rights charity challenging immigration detention in the UK through the provision of free legal advice and representation to detained asylum seekers and migrants to secure their release from detention. We also provide legal advice and representation to detainees on deportation.  We are accredited by the Office of the Immigration Services Commissioner (OISC).

Since its 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 looking for a Legal Manager to supervise & train pro solicitors and trainees at our partner forms to make bail applications for vulnerable clients. The post will also the delivery of our advice line services including the supervision of in-house volunteers.

Although we only have funding in place for 12 months the partner firms (who fund this position) are looking at the viability of a long-term project.

This is an exciting opportunity for an exceptional individual with proven experience to provide people detained under immigration powers with much-needed legal assistance and contribute to challenging immigration detention in the UK.

You will be either an immigration solicitor, or barrister, or an immigration adviser accredited at Level 3 with the OISC or able to switch from the Asylum and Immigration Accreditation Scheme (IAAS) as an OISC Level 3 advisor in ***both*** Asylum and Protection ***and*** in Immigration Law.

Applicants must also have excellent communication skills, experience of legal work in the field of asylum and/or immigration and a commitment to human rights. You will need to be self-motivated, able to supervise, or to develop to a standard to become a supervisor of a team of volunteers.

You will need to be committed to working as part of a small and friendly team.  BID has ten staff and an average of about 10 volunteers (from a pool of 30 or more volunteers) in our office which is in Finsbury Park.

Send your completed application to annie@biduk.org before 9 am on 29th October 2024

Please find enclosed:

1. A job description and person specification
2. An application form
3. An equal opportunities monitoring form

**BAIL FOR IMMIGRATION DETAINEES (BID)**

**Legal Manager, Adults at Risk Partnership Project (AARPP)**

**Job description**

**Job description Legal Manager – Partnerships’ Project**

**Responsible to:** Legal Director

**Responsible for:** Casework volunteers

**Salary:** £39,459 + 5% employer’s pension contribution

**Contract:** 12 months – Office-based – Finsbury Park

**Function of Post:**

This exciting post, established in 2023 and initially funded for one year, has been developed in partnership with 4 law firms. A further firm may join the project in the future. It was initially established to provide legal advice and representation to foreign nationals who wished to apply for bail after being served with orders for their removal to Rwanda. The project is presently focused upon making applications for bail for Adults at Risk in detention and entails supervising partner firms’ volunteer lawyers on aspects of the associated work. It is possible that the scope of work could evolve (in discussion with the partner firms and depending on the needs at BID) into other areas, for making applications for bail and possibly short-term and defined areas of work such as making out-of-time EUSS applications.

The project was initially funded for a period of one year and it is being extended for a further year. The partner firms and BID will review the project’s outcomes at the 6 month point with a view to agreeing an extension of the project into a third year and beyond.

The project will manage a pro bono legal advice service that will focus upon making bail applications for people detained under immigration powers in the UK, currently with a focus upon adults at risk in detention. This includes:

* delivering a dedicated training session to volunteer lawyers across partner firms
* maintaining and developing template letters and procedures for working with partner firms;
* reviewing case files, advice letters, standard grounds for bail, appeals and submissions; and
* supervising partner firms’ volunteers’ collection and review of evidence for submission to the Immigration and Asylum Chamber.

We are looking for a special individual, a human rights lawyer or similar, committed to access to justice for people held under immigration powers in detention (whether in prisons or IRCs).

This post is self-servicing.

**Casework responsibilities**

1. To assist with the delivery of BID’s general advice service to assist people to apply for release from immigration detention.
2. To assist with the development and management of advice services to people in detention who are facing deportation and who wish to make claims to remain in the UK based on Article 8 ECHR grounds.
3. To staff BID’s advice line and to assist with the supervision of casework volunteers, ensuring OISC compliance.
4. To develop and deliver appropriate training for volunteer solicitors and volunteers.
5. To assist Legal Managers and the Legal Director on strategic issues arising from casework.
6. To provide support to people in detention through signposting and referrals.
7. To use evidence from casework to feed information into BID’s policy and advocacy strategy.
8. To identify and pursue issues arising from casework with a view to supporting civil claims and strategic litigation.
9. To build/maintain links with other organisations working on issues from casework.
10. To assist with the drafting or updating of BID’s self-help materials, helping to also ensure that places of detention and clients receive a regular supply of updated materials.
11. To assist in external/internal training, as agreed with the Legal Director.
12. To attend relevant meetings as required.
13. To maintain client records, through the casework database and elsewhere if necessary.
14. To assist with the preparation of project descriptions and reports for fundraising or reporting to funders or trustees.
15. 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***

**Qualifications**

* You will be either an immigration solicitor, or barrister, or an immigration adviser accredited at Level 3 with the OISC or able to switch from the Asylum and Immigration Accreditation Scheme (IAAS) as an OISC Level 3 advisor in ***both*** Asylum and Protection ***and*** in Immigration Law.
* You will have two years’ experience of working in the field of Human Rights, Asylum and Immigration Asylum Law
* Detailed knowledge of the Immigration Rules, Human Rights Law, EU and Asylum Law and their application in practice
* Detailed knowledge and experience of judicial review applications, and of formulating legal strategies
* Experience of preparing appeals before the FTT and the UTT
* Experience of legal or other research
* Experience of designing and delivering training, making presentations, public speaking.

**Skills and attributes**

* Commitment to BID’s vision of a world in which no one Is deprived of their liberty for immigration purposes and no one is deported from their home
* A strong motivation for challenging injustice and a commitment to supporting clients to exercise their human rights regardless of their immigration status and/or prior convictions
* Experience of delivering legal advice in the field of human rights, asylum and immigration law
* Experience of volunteering and/or supervising volunteers
* An ability to communicate and empathise with people in detention from many different cultures
* A commitment to teamwork and supporting volunteers
* Excellent communication skills both written and oral
* Strong interpersonal skills and ability to deal with people from diverse backgrounds.
* Computer skills, including Word and Excel
* A willingness to attend occasional evening meetings and travel to courts, prisons and detention centres around the UK
* A willingness to adapt to the changing needs of our clients and the rapidly changing context that BID operates in

***Desirable***

* Experience of working with Sharepoint
* Experience of pro bono work/supervising pro bono solicitors
* Recent experience of preparing and/or presenting appeals and bail applications before the FTT or other courts
* IAAS Supervisor’s qualification
* Languages other than English
* Experience of writing and editing, especially, for example, policy briefings
* Experience of campaigning

**Application form for the post of Legal Manager, Adults At Risk Partnership 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

|  |  |
| --- | --- |
| **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**

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| --- | --- | --- | --- |
| **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.