

Job Pack Participation Officer

Salary: Starting salary up to £37,293.00 Full Time Equivalent (£22, 375.80 pro rata) depending on experience

+ 5% employer pension contribution

Responsible to: Communications and Fundraising Manager

Location: Finsbury Park; 1 day of home working per week

Hours of Work: 21 hours per week; working pattern to be agreed

Contract: Fixed term for 12 months with possibility of extension

Included in this pack:

- [Training and support for this role](#)
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Important: We recognise lived experience as a powerful form of expertise. We are committed to centring the voices of those directly impacted by immigration detention, and we actively encourage people with lived experience to apply for this role.

Training and support for this role

We are committed to ensuring all BiD staff have access to the support and development opportunities they need to thrive. For this role, we will provide tailored coaching and support shaped around the needs and preferences of the person appointed.

As stated above the salary for the role is up to £37,293.00 FTE depending on the experience of the candidate. This may be adjusted to ensure adequate budget remains for training and coaching support tailored to the needs and preferences of the successful candidate

About BiD:

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 eleven staff members and around 50 active volunteers, who are on site throughout the week. Our small but busy offices are 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 Immigration Advice Authority (IAA).

About the role:

This is an exciting opportunity for someone who is passionate about social justice, believes in the power of collective action, and brings personal insight into the challenges faced by people impacted by the immigration system.

As Participation Officer, you will ensure the involvement of experts by experience (*people with lived experience as defined below*) in BID's operations and governance. You will support the leadership team in shaping our priorities and strengthening co-production, collaboration, and shared decision-making with people affected by immigration detention. You will also ensure that experts by experience are professionally supported in their engagement with BID.

You will ensure that the voices of those directly impacted by detention and are centred in the shaping of BID's long-term priorities and help to implement a lived experience strategy that meaningfully involves experts by experience, including current and former clients, in our work.

You will be responsible for driving forward BID's Lived Experience Strategy, including the coordination, facilitation, monitoring, and evaluation of the practices we adopt. They will play a key role in developing the structures needed to ensure the participation of experts by experience in the creation of BID's next long-term organisational strategy (2026–2029).

Definition of experts by experience:

For the purpose of this recruitment, we refer to "experts by experience" to mean people with lived experience of detention and deportation and/or people with lived experience of navigating immigration control as defined below:

Lived experience of detention and deportation

BID's clients are predominantly people held in immigration detention centres or prisons under immigration powers. We additionally represent people facing removal or deportation from the UK. BID considers anyone with first-hand experience of immigration detention or facing deportation as a person with direct lived experience. This is not limited to BID's current or former clients.

Lived experience of navigating immigration/asylum systems

Any person who has first-hand experience of navigating immigration and asylum systems are people with broader lived experience. In the UK, anybody subject to immigration control can be detained under immigration powers.

Outline of the recruitment process:

The process will consist of an application, interview and a task. Depending on how these go there may be an additional interview or follow up meeting. We will keep you informed about any changes to the process.

How to apply:

To apply for this role, please submit the following documents:

- A CV (maximum two pages)
- A cover letter (maximum two pages) that includes:
 - 1) Your motivation for applying for this role demonstrating how your skills, experience, and values align with the responsibilities and person specification outlined in the job description
 - 2) Any lived experience relevant to the role

Please send your application by email to **recruitment@biduk.org** with the subject line: Participation Officer Application.

The person specification below details the key criteria for this position. When assessing the applications, the shortlisting panel will focus on the details supplied in your cover letter and CV.

If you have any questions regarding the role, please email us at recruitment@biduk.org

Timing: Applications will close at 23:59 on Sunday 13th of July. We will confirm the outcome of your initial application. Interviews are expected to take place week beginning Monday 21st of July.

How to access to support to apply

We will be running a virtual drop-in session on the **Wednesday 02 July at 1pm** where you can learn more about the role and ask any questions. Please email recruitment@biduk.org to register and to send any questions in advance.

BID is a member of the Experts by Experience Employment Initiative Network. If you have first-hand experience of navigating the challenges of the UK's immigration system you can receive career support such as reviewing covering letters, CVs, and interview preparation.

Visit <https://www.ebeemployment.org.uk/> to request support.

Participation Officer Role Description

Responsibilities

Important: The responsibilities below are grouped into primary and broader responsibilities, which will be implemented as a phased approach to support BiD's commitment to centring the voices of those directly impacted by immigration detention.

Primary duties and responsibilities:

Strategy:

Work with external consultants, the Communications & Fundraising Manager, and the Director to implement BiD's Lived Experience Strategy:

- Establish and lead an Advisory Board made up of experts by experience.
- Enable the direct and meaningful involvement of experts by experience in the co-creation of BiD's next three-year organisational strategy.
- Collaborate with department leads to embed lived experience in BiD's governance and operations, including recruitment, staff and volunteer induction, and organisational development.
- Review and improve recruitment processes to encourage and support applications from individuals with lived experience.

Monitoring & Evaluation:

- Design and implement processes to monitor and evaluate the impact of BiD's Lived Experience Strategy and wider participation work.
- Produce reports for trustees and funders on outcomes, learnings, and impact.
- Embed insight from experts by experience across all areas of BiD's work, helping to drive a culture of learning and inclusion.

Community Engagement and Relationship Building:

- Act as the main point of contact for BiD's advisory group and wider community of experts by experience.
- Build, grow, and nurture strong, supportive relationships with experts by experience to ensure meaningful and sustained participation including circulating updates, opportunities and other key information.
- Maintain a welcoming, inclusive environment that enables participation.
- Identify barriers to participation and propose practical solutions, including training and capacity building.
- Establish and maintain a database of experts by experience interested in participation.

Safeguarding and Wellbeing

- Act as a Designated Safeguarding Officer and undertake relevant training.
- Participate in BiD's wellbeing working group (in partnership with The Human Hive) to inform wellbeing practices across the organisation.
- Support the implementation of wellbeing strategies, with a focus on ensuring the safety and support of experts by experience.

Broader responsibilities:

Facilitating Participation and Co-production:

- Coordinate and support the involvement of experts by experience in BiD's casework, policy, research, fundraising, and communications
- Facilitate the review and co-production of BiD's communications work for people facing detention and deportation including guides, resources and events.
- Collaborate with the Legal Services team to develop and embed client feedback processes and integrate learning from experts by experience.
- Support experts by experience to become spokespeople across various platforms — including media, social media, and policy forums — ensuring appropriate preparation, support, safeguarding, and consent processes are in place.

General Responsibilities

- Share insight from our community of experts by experience internally and externally and meetings and events.
- Promote and advocate for the participation of people with lived experience across BiD's governance, operations, and external work.
- Work with the Director to shape relevant policies, including training and development plans.
- Build relationships within the sector, represent BiD in external forums, and share learning to influence best practice.

Person Specification

Essential Criteria	Desirable Criteria
Experience of facilitating participation, co-production, or community engagement with marginalised or minoritised communities	Lived experience of the UK immigration and asylum system
Strong interpersonal skills, the ability to build trusting relationships and to manage emotionally complex conversations while maintaining professional boundaries	Experience coordinating or working with advisory groups, networks, or collectives
Proven ability to work independently and collaboratively within a team	Familiarity with the UK charity sector, particularly in migration, detention, or human rights
Commitment to universal human rights, equity, inclusion and the values of BiD	Experience embedding inclusive practices in organisational settings (e.g. recruitment, governance, strategy)
Experience of working in a busy, pressured environment	Experience delivering a lived experience strategy
Strong organisational skills – able to manage multiple projects, meet deadlines, and handle administrative tasks	Experience of campaigning and media work
Strong problem-solving ability and the initiative to take forward and sustain projects independently	Experience creating and delivering training or skills development initiatives
Excellent written and verbal communication skills	Awareness of trauma-informed and wellbeing-focused approaches
Ability to facilitate meetings and workshops, both online and in-person	Knowledge of safeguarding principles, data protection, and working with vulnerable groups
Competence using IT tools (e.g. email, online meetings, Microsoft Word) and willingness to learn new systems	Understanding of monitoring and evaluation processes, including gathering feedback and producing reports
	Fluency in a second language