

December 2021

Dear Applicant

**Application for the post of immigration caseworker/solicitor (Legal Manager)
(Permanent position subject to satisfactory completion of 6 month probation)**

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 an accredited immigration caseworker/solicitor to share responsibility for co-managing our advice services to people held in immigration detention, 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 in prisons, and preparing cases for representation in the First Tier Tribunal. The focus with this role will be on supporting EEA nationals detained under immigration powers.

This is an exciting opportunity for an exceptional individual with proven experience to provide people held in immigration detention 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 on average about 25 volunteers and our office is in Finsbury Park. This post will allow for hybrid working from the office and from home.

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 9am on 17th January 2022. This application pack is also available on our website (www.biduk.org). Please email the completed application form to BID's Director, Annie Viswanathan at annie@biduk.org. Interviews will take place week commencing January 24th 2022. Thank you for your interest in the post, and I look forward to receiving your application.

Yours sincerely

Annie Viswanathan, Director

BAIL FOR IMMIGRATION DETAINEES

Accredited immigration caseworker/Solicitor (Legal Manager)
£32,531 - £34,759 (depending on experience) +5% employer's pension contribution

Job description **Accredited immigration caseworker/ solicitor (Legal manager)**

Responsible to: Legal Director

Responsible for: Casework volunteers

Function of Post: Joint management with other Legal Managers of BID's outreach programme which provides legal advice, information and support principally through an advice line and legal advice sessions in detention centres and prisons to enable people to represent themselves in court; preparation of bail cases for the First Tier Tribunal.

The focus of this position is on supporting EEA nationals detained under immigration powers in prisons.

This post is self-servicing.

Casework:

1. To manage and ensure the delivery of BID's programme of workshops and legal advice surgeries in detention centres and prisons as necessary.
2. To manage the delivery of BID's general advice service to assist people to apply for release from immigration detention.
3. 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.
4. To prepare bail applications to agreed targets for vulnerable people and those held in immigration detention for a long time, in line with BID's strategic priorities.
5. To manage all follow-up from workshops and provide support and advice to people in detention by telephone, fax, email and post.
6. To co-manage BID's advice line and supervise the work of casework volunteers, ensuring OISC compliance.
7. To work closely with the other Legal Managers and the Legal Director on strategic issues arising from casework with a focus on separated families.
8. To provide support to people in detention 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 or trustees.
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.
- Two years' experience of delivering advice and representation to people in immigration detention.
- Experience of delivering legal advice in Article 8 and deportation claims and appeals.
- 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 people in detention 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.
- 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.



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

2. Employment

Name and Address of employer	Dates of commencing and finishing	Position held and responsibilities undertaken	Reasons for leaving employment



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

3. Languages (please indicate your level of ability i.e. basic, able to converse, fluent, bilingual)

4. Ability to take up the post

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

5. 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:



6. 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.

