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**Recruitment Pack**

**Training and Membership Coordinator (PT, job share)**

**Closing Date:** Midday, 10th July

**About the role**

The Training and Membership Coordinator role provides a strategic focus to our development work with groups, managing the coordination of the AVID membership network. This is a varied role, working directly with our diverse range of members across the UK. AVID members are all independent organisations who come together to share best practice, learn from each other, share skills and work together to support people in detention. The Training and Membership Coordinator leads on all aspects of the development, coordination and cultivation of this network. This includes responsibility for coordinating and delivering AVID’s membership support programme of training, events, workshops and skills sharing on volunteering and immigration detention. The post holder will work directly with our members to identify skills and training needs, development opportunities, to facilitate the sharing of skills and best practice across the network, and capacity building. As a liaison point and support hub for the network, the Training and Membership Coordinator fosters collaboration between organisations and ensures best practice standards are maintained. Relationship building is central to this role, as is an understanding of the needs of small charities and volunteers.

There is a particular emphasis in the role on working to develop support for **migrants detained in prisons.**

The role is offered on a part time job share basis (0.6 FTE, 22.5 hours a week). The post holder will work closely with the existing Training and Membership Coordinator, and with our Director to extend the reach of the AVID network and to amplify the voices of people in detention and those who support them. This will include helping to build our evidence base on the realities and lived experiences of detention. As a small charity, it is very likely that the post holder will have the opportunity to develop her/his skills in other areas as dictated by the needs of our membership network.

As AVID is a national organisation, this role will require some travel throughout the UK. As we work with volunteers, evening and weekend work will also be required from time to time. This will be reimbursed through the use of ‘time off in lieu’.

**About AVID**

We are a small charity based in East London, and a highly respected voice on immigration detention nationally. Our small staff team is renowned for ‘punching above its weight’ in working to amplify the voices of people in detention and the volunteers supporting them. Established in 1994, we have over 25 years experience in working with people experiencing indefinite immigration detention and have achieved real change in this time. Immigration detention is no longer a marginalized issue, it is now recognized as one of the UK’s most pressing human rights concerns. Our strategic aim is to **reduce the human and social cost of immigration detention.**

Central to this is our unique structure as a membership network. AVID members are central to everything we do. A full list of our members is available on our website. Our membership is very diverse, including some registered charities with paid staff and a remit that extends beyond visiting; and other smaller, wholly voluntary groups. All members visit detainees and share a concern about the use of detention in the UK. Our network covers some 550 volunteers all over the UK, and it is our role to support them to ensure people in detention have access to quality volunteer support at a time of great crisis in their lives. AVID and its members have a unique perspective on the realities of detention in every detention centre in the UK as well as in some prisons. This gives us an unparalleled insight into the lived experiences and realities of immigration detention and its impacts on the ground. We use this experience to present the case for change, raising awareness of the impact of detention and working towards systemic reform.

We currently have two staff members, our Director and a part time Training and Membership Coordinator. We are recruiting two posts, this one as a job share partner to our current Training and Membership Coordinator, and a new post of Communications Officer. The office is also supported by volunteers who assist in various areas of our work such as fundraising. Governance and oversight of the organisation’s strategic direction is carried out by our Board of Trustees, a group of volunteers elected by our membership.

AVID’s work is based on an agreed strategy developed with our members. You can read the [strategy in full here](http://www.aviddetention.org.uk/sites/default/files/images/TheoryOfChange-DIGITAL.pdf). We advise you to read this before completing your application.

# Job Description

**Job Title:** Training and Membership Coordinator

**Reporting to:** Director, with occasional reporting to the Board of Trustees

**Working with:** Training and Membership Coordinator, Communications Officer, AVID members

**Purpose**

The Training and Membership Coordinator role provides a strategic focus to our development work with groups, managing the coordination of the AVID membership network. This is a varied role, working directly with our diverse range of members across the UK. AVID members are all independent organisations who come together to share best practice, learn from each other, share skills and work together to support people in detention. The Training and Membership Coordinator post leads on all aspects of the development, coordination and cultivation of this network. This includes responsibility for coordinating and delivering AVID’s membership support programme of training, events, workshops and skills sharing on all aspects of volunteering and immigration detention. The post holder will work directly with our members to identify skills and training needs, development opportunities, to facilitate the sharing of skills and best practice across the network, and capacity building. As a liaison point and support hub for the network, the Training and Membership Coordinator fosters collaboration between organisations and ensures best practice standards are maintained. Relationship building is central to this role, as is an understanding of the needs of small charities and volunteers.

There is a particular emphasis in the role on working to develop support for **migrants detained in prisons.**

**Main duties and responsibilities**

Coordinating the development and delivery of AVID’s training, workshops, and other events on all aspects of immigration detention and volunteer support through:

* Liaising with the existing post holder/job share partner, members, and the AVID Director to assess training needs and lead on the production and ongoing monitoring of development plans for AVID members;
* Coordinating AVID’s programme of training (in house and external), ensuring training is accessible, timely, relevant and meets the needs of our member groups;
* Identifying and liaising with external training providers where appropriate;
* Ensuring groups are aware of and can access AVID training and events through targeted publicity and awareness raising;
* Designing and delivering AVID’s core training modules on immigration detention and volunteer support to our members, ensuring materials are relevant, factual and up to date;
* Designing and delivering online training;
* Maintaining information systems including database of training delivery and a training calendar;
* Coordinating all elements of pre and post course administration including registration, liaison with venue, and evaluation.

Supporting the development of new volunteer support programmes in response to changes within the detention system, with a particular emphasis on the development of prison support, through:

* Conducting awareness raising events and information workshops on immigration detention, its impact and the benefits of volunteering in these environments;
* Identifying development opportunity for new groups;
* Supporting the development of new and emerging volunteer groups in key areas of support as identified with the group and Director (for example volunteer recruitment, information systems, volunteer support, capacity building);
* Acting as a central point of information and contact for new and emerging groups.

Coordinating and administrating AVID’s membership network, including the annual Coordinators Conference; our online member’s area and discussion forum:

* Supporting the AVID Annual Coordinators Conference through membership consultation on themes and sessions, overseeing all aspects of administration and coordination of this event;
* Organising meetings, workshops and other events for members on a geographic or thematic basis as per volunteers’ needs;
* Maintaining and developing the membership area of AVID’s website;
* Facilitating and promoting communications between visitors groups, in particular through maintenance and monitoring of our members forum, and via our ‘skillshare’ initiative;
* Keeping abreast of the development and support needs of the AVID members network through regular communications and contact, and ongoing development planning with Director.

Acting as a key point of contact/liaison on visiting and volunteering in detention:

* Administering the annual membership renewals and managing the membership database;
* Building relationships with AVID members across the UK;
* Supporting our Director with AVID’s evidence gathering and policy work on detention;
* Management of the website with up to date information about (and from) the membership;
* Responding to members queries and providing one to one support;
* Ensuring good practice standards in volunteering throughout the network.

Other tasks:

* Supporting AVID’s strategic development through our strategic objectives;
* Representing AVID at external meetings and events;
* Staying abreast of immigration detention policy and practice;
* Contribution to grant reporting and board reporting;
* Responding to general enquiries by phone, email or post;
* Assisting with funding applications as necessary;
* Any other duties as may be required by the Director to further the work of our small charity.

The Training and Membership Coordinator is to undertake such duties and responsibilities appropriate to this post, not specifically mentioned in this Job Description, as allocated by the Board of Trustees and the Director.

This job description can be changed at any time according to the needs of the organisation.

**Person Specification**

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| --- | --- | --- |
| Experience | ESSENTIAL | DESIRABLE |
| At least two years experience of delivering training to volunteers | X |  |
| Designing training to meet specific objectives | X |  |
| At least two years experience of recruiting, supporting, managing and advising volunteers | X |  |
| Delivering workshops or other events | X |  |
| Delivering and facilitating training and workshops online |  | X |
| Developing support systems and strengthening the infrastructure of volunteer groups |  | x |
| Assessing capacity, identifying priorities for change, monitoring and evaluation with voluntary/small groups | x |  |
| Experience in working with communities who have experienced injustice | x |  |
| Experience working in an immigration removal centre or prison |  | X |
| Events management |  | x |
| Working in a membership organisation |  | x |
| Fundraising |  | X |
| Website management |  | X |
| Knowledge and understanding |  |  |
| Good practice in volunteer management | x |  |
| Knowledge and understanding of the hostile environment, human rights, immigration detention or asylum in the UK | x |  |
| Knowledge and understanding of prisons policy and practice in the UK |  | X |
| Skills |  |  |
| Excellent written and oral communication skills, high standard of written English. | X |  |
| Solid administration skills and working knowledge of information systems | X |  |
| Strong ICT skills including use of databases | X |  |
| Skills in use of digital software including CRM |  | X |
| PERSONAL ATTRIBUTES |  |  |
| Excellent communication skills |  |  |
| Ability to build relationships with diverse groups of people |  |  |
| Well organized, self disciplined and able to manage own time effectively |  |  |
| Flexibility to attend occasional evening and weekend meetings with AVID members across the country, many of whom are volunteers |  |  |

**Terms of employment**

**Contract:** Initially offered on a one year fixed term basis. Further funding is sought with a view to a permanent post.

**Hours**: 0.6 FTE (22.5 hours per week). The post is advertised on a part time, job share basis. Some evening work and occasional weekend commitments is a requirement of this post. Overtime is not paid but time off in lieu is given.

**Salary:** £26,000 pro rata based on skills and experience

**Holidays:** 25 days per year plus public holidays

**Pension:** Automatic enrolment into AVID’s contributory workplace pension scheme on completion of probation period. Employer contribution of 8%.

**Location:** London (E8)\* with some remote working. It should be noted that some UK travel is a requirement of this post. Overtime is not paid but time off in lieu is arranged.

**Probationary period:** three months

**Flexibility:** The job description sets out duties that exist at the moment. They may vary from time to time without changing the general character of the duties or the level of responsibility. Such variations may be a common occurrence and cannot in themselves justify a reconsideration of the post.

**Equal Opportunities:** AVID is committed to operating as an equal opportunities organisation. We welcome applications from refugees, and in particular from former detainees, to reflect the composition of our user group.

We are not able to arrange work permits for people who do not already have the right to work in the UK.

*\*Owing to COVID 19 and to ensure the safety and well being of our staff, all AVID staff are working remotely. This will be reviewed on a regular basis in line with public health guidance. On this basis home working will be considered.*

**How to apply**

To apply for this role:

1. Download the job application form and equal opportunities form from: <http://www.aviddetention.org.uk/news-events/news/big-news-two-new-vacancies-avid-team>
2. Send your completed application form and an equal opportunities form by email to AVID’s Director [ali.mcginley@aviddetention.org.uk](mailto:ali.mcginley@aviddetention.org.uk)
3. Ensure you include the subject line ‘Training and Membership Coordinator’ in your email.

As our offices are currently closed due to COVID 19, we are unable to accept postal applications.

**Closing date is midday on Friday 10th July.** It is anticipated that interviews will take place on 23rd and 24th July, although this is subject to change. In current circumstances we are monitoring public health guidance and as such it is likely that interviews will be held via video conferencing. We will aim to be flexible.

If you would like an informal discussion about the role please email our Director Ali McGinley on [ali.mcginley@aviddetention.org.uk](mailto:ali.mcginley@aviddetention.org.uk)