

# Acting Director

**Application Pack**

**October 2017**

**Background**

This is an exciting opportunity to lead one of the UK’s detention NGOs and make a real difference to the lives of those experiencing immigration detention across the UK. AVID is a small national charity based in East London with a solid reputation for punching above its weight in delivering concrete policy change and promoting volunteer visiting nationally. We are one of the leading experts in immigration detention and exist to ensure that all those in detention have access to a volunteer visitor, while seeking to challenge the injustices of the system at both national and local levels.

With a small team of three people, a membership of 17 organisations (representing 650 volunteers), and over 28,000 people detained every year, this is a challenging role with a wide scope. Our small team carries out the following activities:

* We support our membership network through the provision of high quality training, advice, support, information and resources on all aspects of volunteer visiting in immigration detention. This includes - for example - delivering our bespoke training modules, providing intensive development support and guidance to new groups, or providing briefings on detention policy and practice to ensure volunteers are up to date.
* We work to raise awareness of the realities of immigration detention based on lived experiences. This includes providing a credible and authoritative evidence base on the use of detention nationally to a wide range of audiences including our membership, the public, government, statutory bodies, parliament, the media, academics and others.
* We lobby for positive change in the use of detention nationally, and improvements in the conditions and treatment of detainees locally. This includes a substantive advocacy role representing our members and the detainees they support in a range of forums, producing policy responses, briefings, and reports which further AVID’s strategic aims.

This is an opportunity for an exceptional individual with proven experience to provide leadership and guidance, overseeing AVID’s work. You will have proven senior management experience, strong communication and relationship building skills and a desire to implement change at all levels from grassroots to high level policy work. With a commitment to human rights and advancing the rights of migrants in the UK, you will be self-motivated, able to work flexibly, juggle competing priorities with minimal supervision, make strategic decisions based on limited resources and be committed to ensuring the sustainability of our small and friendly team.

You can find further information about AVID’s work below, by reading our annual reports (the latest is available here: http://www.aviddetention.org.uk/about-us/annual-reports/annual-report-2016) and our strategic plan (available here: http://www.aviddetention.org.uk/what-we-do) and by visiting our website [www.aviddetention.org.uk](http://www.aviddetention.org.uk/)

# Thank you for your interest in the post of Acting Director (maternity cover) with AVID.

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# This application pack contains the following:

## Background information on AVID

1. About this post
2. Job Purpose, Description and person specification
3. Conditions of service
4. Application form
5. Equal opportunities monitoring form

Please return your completed application form by email to AVID’s Director, Ali McGinley: [ali.mcginley@aviddetention.org.uk](mailto:ali.mcginley@aviddetention.org.uk) (please write *recruitment* in the subject line) or send in an envelope marked ‘*recruitment’* to: Ali McGinley, AVID, 115 Mare Street, London E8 4RU. **Please do not send PDFs.**

We will acknowledge receipt of all applications sent by email, but for resource reasons we cannot acknowledge postal applications.

CLOSING DATE: 12 noon, Friday 27th October 2017

**INTERVIEWS: 6th November 2017**

**PREFERRED START DATE: 8th January 2018**

**About AVID**

AVID was founded in 1994, in response to the increase in numbers of people being held in detention centres for immigration reasons. We are a registered charity (number 1156709) based in East London. Our aim is to ensure that all those in detention have access to a volunteer visitor, while seeking to challenge the injustices of the system at both national and local levels.

AVID is a membership based organisation, and our membership is central to everything we do. We have 17 member organisations, as well as individual members, who give their time to befriend and support immigration detainees across the country. The full list of our members is on our website. They visit in every single Immigration Removal Centre (IRC) in the UK, but also in short term holding facilities and even prisons. AVID therefore has a unique perspective on detention nationally, based on lived experiences. All AVID member groups are independent, but come together through AVID to share information and best practice. 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. These groups represent over 650 volunteer visitors from all over the country. AVID is a small charity that regularly ‘punches above its weight’ in terms of reach and influence, with a solid reputation as a leading immigration detention NGO delivering and creating real change in relation to one of the UK’s most complex human rights issues.

AVID currently has two full time staff members, our Director and a Training and Membership Coordinator. The office is also supported by volunteers who assist in various areas of our work from time to time. In late 2017 we are also recruiting for a new role, an Information and Communications Intern, to develop this area of our work. 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, with expertise ranging from immigration law to fundraising and organizational development. We are also responsible to our funders. Our key funders are the Esmee Fairbairn Foundation and the Tudor Trust. We do not accept government funding.

AVID’s work is based on an agreed set of strategic directions developed with our members. The current set of strategic directions runs 2016-2018. We are currently working on three key areas. The first is the development and support of our membership network: providing information, support and resources including training to the network of visitors. The second is the provision of a credible, authoritative body of information on detention to a range of audiences. The third is our advocacy work, building an evidence base through our visitors groups on the realities of detention and using this to push for positive change in the detention system. A full description of our strategy and activities is available on our website.

**ABOUT THIS POST**

Our Director will commence maternity leave at the end of January 2018, creating the opportunity for someone ready for a new challenge to take forward the role of Acting Director.

The post of Director is funded by the Esmee Fairbairn Foundation and is offered initially for a 10-month basis, ideally starting on 8th January 2018, with the possibility of extension up to one year.

The Acting Director will have responsibility for the overall leadership and direction of AVID, working together with the Board of Trustees, staff team, and membership network to achieve the organisation’s strategic objectives. They will have overall management responsibility for AVID’s work, staff members, and resources, working to develop and strengthen the organization. They will enhance the organisation’s impact and profile, while ensuring our core activities – centred on our membership organisations and the detainees they support – continue to flourish, and will deliver real change to the benefit of all those in immigration detention.

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’.

**AVID**

**Acting Director**

**Role Purpose, Description and Person Specification**

**Post:** Acting Director (maternity cover)

**Report to:** Chair of Trustees or other such Trustee as may from time to time be agreed.

**Responsible for:** All staff and volunteers.

**Duration**: 10 months, with likelihood of extension up to one year.

**Purpose:** The Acting Director will have responsibility for the overall leadership and direction of AVID, working together with the Board of Trustees, staff team, and membership network to achieve the organisation’s strategic objectives. They will have overall management responsibility for AVID’s work, staff members, and resources, working to develop and strengthen the organization. They will enhance the organisation’s impact and profile, while ensuring our core activities – centred on our membership organisations and the detainees they support – continue to flourish, and will deliver real change to the benefit of all those in immigration detention.

**Full time: (**37.5 hours a week) with possibility of flexible working by agreement.

**Leadership and strategy**

* To provide leadership and direction to AVID in accordance with its mission statement and strategic directions, ensuring implementation and monitoring of the charitable objectives.
* To work with the Board to ensure that a long term strategy is in place, which can guide the organization and meet the needs of its membership and the detainees they support.
* To work with the Board of Trustees to ensure that AVID complies will all the legal and regulatory requirements as a registered charity and company.
* To represent AVID and maintain effective relationships and networks with our key supporters, partners, stakeholders and members.

**Policy and advocacy**

* To seek to influence immigration detention policy and practice, including by representing AVID at a range of policy and decision-making meetings.
* To actively develop stakeholder relationships with relevant organisations in and outside the sector to represent the interests of AVID and its members. This will include government and statutory bodies, as well as other NGOs.
* To oversee and develop effective awareness raising for AVID and oversee implementation of all communications activity.
* To ensure that all reports, publications, responses and policy outputs reflect and are aligned with AVID’s strategic directions, priorities and the needs of our members.
* To actively monitor changes in, and maintain a national perspective on, current detention law, policy and practice, and ensuring this is actively communicated to members across the UK.
* To represent members and detainees interests in a range of stakeholder settings including liaison with government, detention centres, and others to fulfil our strategic aims.

**Building an active membership network**

* To actively develop and strengthen the network of members and promote volunteer visiting nationally.
* To secure, strengthen and maintain access for volunteer visitors to all places of immigration detention.
* To oversee the continuing development of good quality visiting through training and support to volunteers supporting people in immigration detention across the UK.
* To maintain and develop the AVID membership network of stakeholders and partners.
* To actively seek opportunities to expand and promote the AVID membership.
* To ensure accountability to the membership network through regular updates and annual reporting.

**Finance and Fundraising**

* To work with the Board to secure funding for the operation and sustainability of the organization.
* To oversee AVID’s financial management, including setting and managing the budget, helping with preparation of annual accounts, ensuring that appropriate financial control systems are in place, maintained and reviewed and that necessary financial record keeping tasks are carried out.
* To research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the funds of the organization.
* To develop and build relationships with partners, supporters, funders and potential funders to maximize opportunities for income generation.
* To ensure effective grants management to meet the requirements of our funders.

**HR/organisational development**

* To lead, manage and support any staff and volunteers working for AVID.
* To oversee day to day management of all budgets and financial systems.
* To maintain awareness of risks and changes in the external environment that affect the organisation.
* To establish mechanisms for ensuring membership input.
* To build consensus on complex policy positions amongst diverse member base.
* To ensure that the charity has appropriate policies, procedures and systems in place and that they are being implemented in line with equal opportunities legislation.

**Awareness raising and publicity**

* To extend the reach and influence of AVID through effective relationship building and communications with a diverse range of audiences.
* To seek opportunities to expand and promote the role and activities of the organisation.
* To attend sector policy forums, producing written materials for the charity’s own publication and promotional material as well as any external channels.
* To represent the organization to the media, press and public, ensuring this is done in an appropriate and effective manner which reflects our organisation’s aims.
* To represent and speak on behalf of the organization at external events and publicity opportunities.

**Board and Governance**

* Ensure the appropriate presentation and reporting on the progress of the organization and all matters relevant to the discharge of its responsibilities, for example through the preparation of quarterly Board reports, financial reporting and other papers as appropriate.
* Develop policy proposals for Board discussion and decision.
* Advise the Board in all aspects of leading the charity including short term and long term strategic planning for the financial welfare of the charity, human resources management, fundraising, communications, and organizational development.
* Foster good working relationships with the Board.

The Acting Director 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.

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

**Person Specification**

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|  | **Essential unless indicated otherwise.** |
| **Leadership and strategy** | Previous experience in senior management or organisational leadership is essential, preferably in a voluntary sector environment.  Good understanding of, and previous experience in, human rights or social justice role, in particular the issues affecting migrants, asylum seekers, and those in detention, and/or foreign nationals in the criminal justice system  Experience of setting strategy and measuring its impact (desirable)  Strong leadership style with ability to develop and successfully deliver organisational plans and strategies and to make high level decisions  Experience of representing an organisation at a senior level with key stakeholders including Government, funders, parliamentarians and others.  Ability to make decisions and use sound and solid judgment under pressure on issues which shape the organisation and its effectiveness |
| **Policy and advocacy** | A high level understanding of, and ability to operate in, the current political environment affecting migrants in the UK  Experience of influencing people at all levels internally and externally including the ability to influence and respond to Government policy  Demonstrable ability to research and prepare policy reports including significant experience in responding to government consultations  Experience of developing mechanisms to gather data, evidence, and diverse views to support policy objectives  Excellent written and spoken communication skills with experience of successfully influencing a range of audiences  Understanding of building collective positions and of working to build consensus on difficult issues |
| **Building an active membership network** | Knowledge and understanding of membership organisations/networks or umbrella bodies  Knowledge and understanding of the current environment affecting small charities and volunteering  Ability to build coalitions and to reach compromises on often controversial issues, balancing competing demands of diverse groups  Commitment to ensuring volunteer voices and grassroots groups have a strong, collective voice that is heard nationally (understanding of coalition building)  Ability to build relationships and work collaboratively with a wide range of internal and external stakeholders including other NGOs  Experience in designing and delivering training and other developmental supports, understanding of organisational development and capacity building strategies (desirable) |
| **Finance and Fundraising** | Experience of drafting and managing budgets for projects or an organisation, including forecasting and monitoring income and expenditure  Experience of maintaining a financial control system and ability to carry out financial record keeping, to carry out banking reconciliations, and to present this information  Demonstrable track record of trust fundraising and ability to fundraise from a wide range of sources (desirable)  High levels of financial literacy  Knowledge and understanding of grants management and project management methodologies  Ability to build relationships with funders and potential donors |
| **HR/organisational development** | Experience of staff and volunteer management, including personal development and objective setting  Experience of volunteer management  Ability to draft and review organisational policies (desirable)  Experience in managing projects, using project management systems and in particular working to the requirements of grant funders (grants management)  Ability to work flexibly, balancing competing demands and priorities with limited resources |
| **Awareness Raising and publicity** | Substantive experience of working collaboratively with a range of partners including other NGOs.  Experience of representing an organisation externally, including to the media and government.  Confident public speaker.  Experience of delivering a range of communications and awareness raising outputs including writing for diverse audiences, interpreting and communicating complex policy messages, and providing information in a range of formats |
| **Board and Governance** | Experience of working with a Board and sub committees  Ability to prepare and write monitoring reports to funders and boards of trustees or similar (desirable)  Able to work under own initiative and to guide and support the Board |
| **Other** | Strong interpersonal skills and the ability to compromise  Ability to work some evenings and weekends and occasional travel outside London to carry out work for AVID  Confidential, tactful and diplomatic with the ability to work discretely on a sensitive policy area.  Committed to working within the organisation’s remit, shared values and ethos, with a commitment to social justice, human rights and in particular the rights of migrants in the UK.  Commitment to equal opportunities |

## **CONDITIONS OF SERVICE**

**POST: Acting Director**

**Salary:** £35,000 per annum, plus 6% pension contributions

**Contract:** The post is a fixed term contract, offered on a 10 month basis and subject to completion of the period of probation. Pension contribution is paid on successful completion of probation. There is the likelihood of extension up to one year.

**Working Week:** 37.5 hours (with some evening work and occasional weekend commitments). 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.

**Annual Leave:** 25 days per annum plus public holidays

**Probation:** 3 months

**Place of work:** AVID, 115 Mare Street, London E8 4RU

**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.

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| **GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM**  **Please read carefully**  These notes have been written to help you make the best of your application. The decision to shortlist you for interview will be based on the information you provide on this application form, and in particular how your skills and experience relate to the person specification.   1. Read through each section of the application form carefully. 2. You must use the form provided, and please do continue on separate sheets if necessary (though you can attach sheets*).* **CVs will not be accepted.** 3. The person specification describes the essential skills, knowledge, experience/professional qualifications which you will need in order to do the job as described in the job description. Your completed application form should demonstrate that you understand and are committed to equal opportunities. 4. The first reference quoted on the form should be your present or most recent line manager/employer. The second reference should also be from your most previous employment. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well in a personal, professional or training/education capacity to confirm the information you have given, and to comment on your ability to do the job. 5. The **Relevant Experience** section of this application form is very important. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess that are RELEVANT to the job. You can also consider previous work experience – paid or voluntary- or other responsibilities that may assist you to uncover skills that you may have taken for granted. Work, paid or voluntary, is not the only means of showing you meet the requirements of the post. You may also have acquired relevant knowledge and skills through your life experience. If so, please try to demonstrate this in the space provided. 6. When completed, please read through your application form carefully, checking for errors or omissions. 7. If you have a disability/condition and require assistance when attending for interview please give brief details on the equal opportunities monitoring form. 8. To help us decide where to advertise our posts in the future, please state clearly where you saw the post advertised. 9. To help us monitor our recruitment all candidates are requested to complete the equal opportunities monitoring form. This will be treated as confidential and will be detached from the application form before short-listing. |

**Association of Visitors to Immigration Detainees (AVID)**

#### Application Form: ACTING DIRECTOR

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| **Full Name:** | |
| **Other names if applicable:** | |
| **Contact details:**  **Address:**  **Telephone:**  **Email:** | |
| References Please give the **names, addresses, email and telephone numbers** of two people, one of whom should be your present or most recent employer, whom we can approach for references. Please note that we will not be contacted until you have been successful in your application and accepted the post. | |
| **1**. **Name, address, email and telephone number:**  In what capacity do you know this person and how long have you known them for? | **2. Name, address, email and telephone number:**  In what capacity do you know this person and how long have you known them for? |
| **If successful, how much notice are you required to give in your present post? When could you start work with AVID?** | |
| **Where did you hear about this post?** | |

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| **EMPLOYMENT HISTORY**  **Please use this space to tell us about your current or most recent employment (include voluntary work, paid etc.)** |

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| Name of employer:  Address:  Post Code:  Telephone No:  Date Started:  Date left (where applicable): | | | Post Held:  Salary/Grade:  What is your notice period:  Reason for leaving/wishing to leave: | |
| Summary of Current Duties: | | | | |
| **PREVIOUS EMPLOYMENT**  Please give your full employment history, detailing any periods of unpaid/voluntary work (most recent first). Please provide details to account for any gaps in your employment history. Continue on a separate sheet if necessary | | | | |
| Dates  From To | Name and address of organisation | Telephone and contact | Job/Role and brief description of main duties | Reason for leaving |
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| **EDUCATION, TRAINING AND QUALIFICATIONS**  Please provide details of examination passes, qualifications obtained etc. You will be required to provide proof of relevant professional qualifications at interview.  Please provide details in sequence with the most recent first. Where you have had a break in your educational history please give details. |

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| **Secondary schools, colleges, universities attended.** | **Dates** | | **Qualifications gained**  **(dates, levels, grades, etc)** |
| **From** | **To** |
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| **Other relevant training courses (including in house) completed which are relevant to the post.** | |
| **Organising body and title** | **Brief description of course content, dates attended and qualification (if applicable)** |
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| **RELEVANT EXPERIENCE**  Please use this section to outline how you meet the **person specification.** Tell us aboutthe skills and experience you have gained, either in paid or voluntary work, at home or in education, that are relevant to this post, and which would enable you to fulfil the duties of this post. **You may wish to continue on separate sheets.** |
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| **In the last two years, how many days sick leave have you taken?** |
| **Declaration:**  **I believe I am in good health and am able to carry out the job as described. I confirm that the information I have given in the application is true to the best of my knowledge.**  **Signed (type if sending by email):**  **Date:** |

**EQUAL OPPORTUNITIES MONITORING FORM**

Please complete the following form and return it to us. All data is anonymous and will only be kept for the purpose outlined above. **COMPLETION OF THIS FORM IS ENTIRELY VOLUNTARY. IT WILL BE SEPARATED FROM THE APPLICATION FORM IMMEDIATELY ON RECEIPT, AND CAN BE POSTED SEPARATELY IF YOU PREFER.**

# 1. What is your ethnic group?

Please choose one section from A to E and then tick the appropriate box.

# A. White

British

Irish

Any other White background, please specify:

**B. Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please specify:

# C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please specify:

# D. Black or Black British

Caribbean

African

Any other Black background, please specify:

# E. Chinese or other ethnic group

Chinese

Any other, please specify:

# 2. How old are you?

**3. What is your gender?**

Male Female

**4. Do you consider yourself to have a disability?**

Yes

No

# If ‘yes’, please explain:

# THANK YOU