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# Information and Communications Internship

Application Pack

September 2017

# Thank you for your interest in the post of Information and Communications Intern with AVID.

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# This application pack contains the following:

## Background information on AVID

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

Please return your completed application form by email to AVID’s Director, Ali McGinley: 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

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

CLOSING DATE: 5pm, Friday 27th October 2017

**INTERVIEWS: Week commencing 6th November (evenings, to be arranged)**

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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.
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**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 promote the welfare and well-being of all those in immigration detention. We do this by promoting and developing volunteer visiting and by lobbying for positive change in the use of detention in the UK.

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 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. 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 charity governance and organizational development. We are also responsible to our funders. Our key funders are the Esmée Fairbairn Foundation and the Tudor Trust. We do not accept government funding.

AVID’s work is based on an agreed strategy developed with our members. 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 Training and Membership Coordinator leads on this strand of our work. The second is the provision of a credible, authoritative body of information on detention to a range of audiences. This includes the publication of our well-respected monthly newsletter. It is this second strand under which the new Internship post is offered. 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, here: <http://www.aviddetention.org.uk/sites/default/files/images/Strategic%20Directions%20%202016%20-2018%20FINAL.pdf>

And our latest annual report is available here: <http://www.aviddetention.org.uk/about-us/annual-reports/annual-report-2016>

**ABOUT THIS POST**

This is a new role in AVID’s team, fulfilling an essential function as our information provision and communications outputs have grown dramatically in the last few years. We have a well established reputation as a leading detention NGO producing credible, authoritative information on detention issues and raising awareness of the injustices of the system nationally. As a result, we are dealing with higher volumes of enquiries, requests for information, and have to react to a changing environment in a dynamic way. We want to extend this work by bringing in a new member to our small team with significant communications expertise who can take forward this area of our work and bring new ideas, skills and experience to the team. As a paid intern, you will have the support of our Director and Training and Membership Coordinator to build skills and provide guidance, but we are looking for someone who has enthusiasm, commitment to the cause, and brings new ideas and energy to the work.

The main purpose of this role is to develop and enhance our communications and information provision around detention policy and practice, and the promotion of volunteer visiting (befriending) nationally. This will be carried out across a range of platforms, primarily our website and monthly newsletter. The Information and Communications Intern will work to develop tools to encapsulate the many diverse voices within our network, working with volunteer visitors groups and the people in detention they support.

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’.

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

#### Application Form: INFORMATION AND COMMUNICATIONS INTERNSHIP

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| **Full Name:**  |
| **Other names if applicable:**  |
| **Contact details:** **Address:** **Telephone:** **Email:**  |
| ReferencesPlease 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 |
| DatesFrom 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 fulfill the duties of this post. **You may wish to continue on separate sheets.**  |
|  |
| **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:**  |

**AVID**

**Information and Communications Internship**

**Role Purpose, Description and Person Specification**

**Responsible to:**

Day to day line reporting to the Director, with occasional reporting to the Training and Membership Coordinator

**Purpose:** The main purpose of this role is to develop and enhance our communications and information provision around detention policy and practice, and the promotion of volunteer visiting (befriending) nationally. This will be carried out across a range of platforms, primarily our website and monthly newsletter. The Information and Communications Intern will work to develop tools to encapsulate the many diverse voices within our network, working with volunteer visitors groups and the people in detention they support.

You will develop, support and strengthen our external and internal communications and information provision through:

* Leading on the development of our website, drafting and preparing content as appropriate
* Preparing and distribution of our monthly newsletter, a digest of all things immigration detention related
* Actively contributing to our social media work, including twitter and facebook presence
* Liaising with other staff members, and our visitors group network, to promote and publicise the realities of detention and the work of visitors groups nationally
* Providing a centralized point of contact for all communications and information provision activity
* Day to day administrative support in the AVID office

In addition to managing and developing information and communications provision, you will carry out vital administrative support to assist in the day to day running of our small charity.

You will be joining a small but dynamic team unit of two full time staff members and will be based in our London office, but as a national organisation you may be required to travel within the UK.

## This is the perfect opportunity for someone with outstanding written and communications expertise, web development and social media skills, and some knowledge of the issues facing people in detention today to gain valuable experience in one of the UK’s leading immigration detention NGOs.

**Location:** London Fields (Hackney), East London

**Salary:** London Living Wage (currently / £19,012 per annum FTE)

**Hours:** The post is advertised on a part time basis (2.5 days/19 hours) initially for six months.

**INFORMATION AND COMMUNICATION Internship**

**Role Description**

**Post:** Information and Communications Intern

**Report to:** Director

**Purpose:** To coordinate all information and communications outputs with a particular responsibility for our monthly newsletter, website and online content, and social media.

**Contract:** 19 hours a week for 6 months

**Information and Communications**

* To develop and implement internal and external communications outputs, in a way that:
	+ Raises our profile and expands our reach
	+ Inspires and engages a range of audiences
	+ Strengthens our voice and messaging, and those of our members
	+ Furthers our advocacy goals, particularly an end to the detention of vulnerable people and improvements in the conditions and treatment of all those detained
	+ Responds and reacts effectively to a changing political and policy landscape
	+ Enables grassroots groups, volunteers and volunteering to play a central role in the detention debate
	+ Promotes and publicizes the work of our membership network
* To manage the production and distribution of our monthly newsletter, In Touch, the key immigration detention digest, covering immigration detention policy and practice as well as members’ news and volunteering updates.
* Take lead responsibility for overseeing the website on a day to day basis ensuring it remains accurate, up to date and functional.
* To work with the AVID team and membership network to write web copy and update content regularly.
* To build a social media presence that uses consistent messaging to achieve AVID’s advocacy goals and works within the social media guidelines for our organisation.
* To manage communications with member groups, partner NGOs and others on our distribution list including through Twitter, Facebook, AVID website, blogs and our newsletter.
* To proactively develop and extend our range of information and communications provision to our members and the general public, for example through online briefings, guidance papers, or blogs on thematic issues.
* To develop relationships with members, NGO partners, and external organisations, to improve communications outputs.

**Administration**

* To provide reactive administrative support as required.
* To manage the organisation’s communications infrastructure including maintenance of distribution lists.
* To contribute to maintaining our membership and contacts databases and records systems.
* To provide administrative support with meetings, training and event organisation.
* To maintain accurate records and ensure all files are up to date.
* To assist the Director with communications e.g. letter writing, record keeping or other tasks.

**General duties**

* To participate in the day to day running of our small charity, e.g. representing AVID at external meetings from time to time.
* To maintain confidentiality and professional outlook, acting responsibly in relation to the issues on which we work.
* To attend internal meetings and take minutes as required.

# INFORMATION AND COMMUNICATIONS Internship

# Person Specification

### Essential

1. Demonstrable experience of managing and developing online content for a range of audiences.
2. Demonstrable experience of producing supporter/campaigns newsletters to strict deadlines
3. Experience in developing and maintaining a website.
4. Strong written communication skills with the ability to communicate complex policy issues in an accessible way to a range of audiences (examples may include social media, website, briefings, thank you letters and newsletters)
5. Knowledge and understanding of migration, human rights, asylum, criminal justice or immigration detention in the UK
6. Experience of working for an NGO or in a charity environment
7. Strong interpersonal skills, the ability to relate to individuals from a range of backgrounds and cultures.
8. A flexible and professional approach, a willingness to adapt to high paced, reactive working environment: ability to meet deadlines and juggle different tasks at once both independently and as part of a team.
9. Self-sufficiency in managing workloads, strong time management, and a proactive approach to prioritizing.
10. Willingness to attend occasional evening meetings and to travel in the UK.
11. Excellent organizational and administrative skills, with experience in using databases to record information and manage membership lists
12. Aptitude for organisation and administration, including developing filing and data entry systems

**Desirable**

1. Experience in working on different web content management platforms (esp. relevant: Drupal)
2. Experience of using mail chimp.
3. Experience of working on human rights, detention or asylum issues.

The Information and Communications Intern is to undertake such duties and responsibilities appropriate to this post, not specifically mentioned in this Role 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.

**Conditions of Service**

**Salary:** £19,102.5 per annum FTE (London Living Wage)

**Contract:** Fixed term for 6 months.

**Working Week:** 19 hours over 2.5 days (to be agreed, with occasional evening and weekend commitments from time to time). 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.

**Place of work:** AVID, 115 Mare Street, London E8 4RU. The role may involve some travel around the UK to our member visitors groups or to detention centres.

**Flexibility:** The role 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 other migrants, and in particular from former detainees, to reflect the composition of our client group.

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

**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