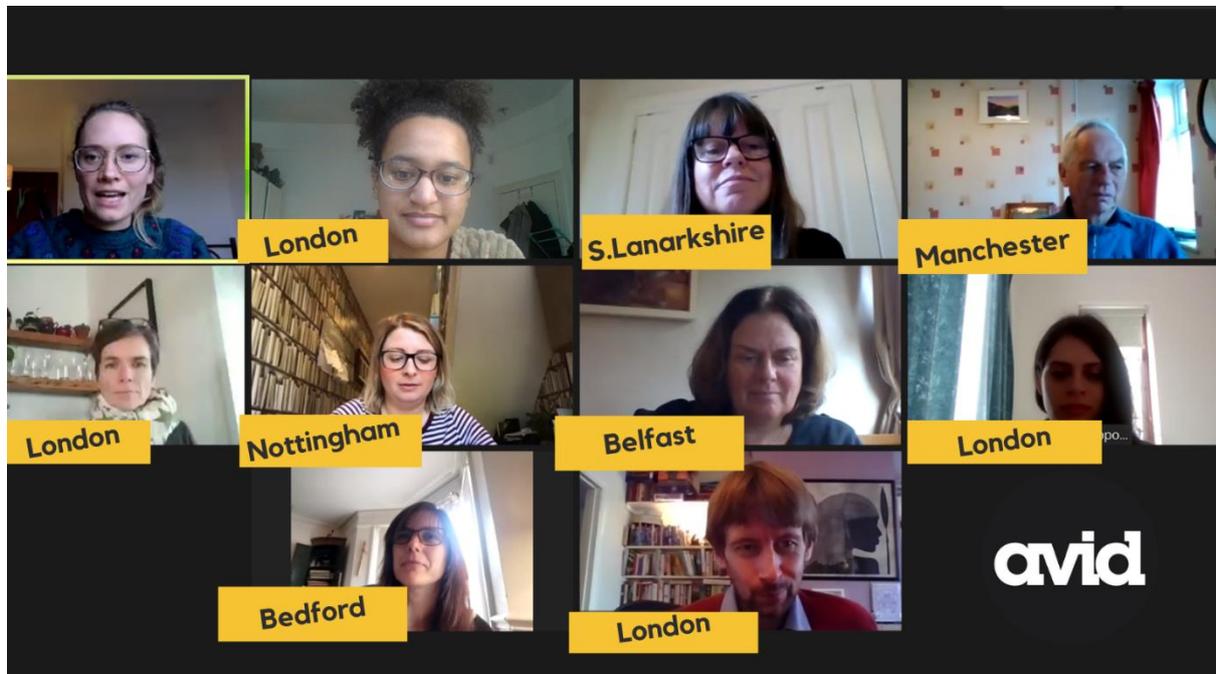




association of **visitors** to
immigration detainees

Member Development Co-ordinator Candidate Brief



About AVID



WHAT is AVID?

- AVID is the membership network for organisations supporting people in detention.
- We support organisations visiting people in every detention centre in the UK, and some prisons.
- We want everyone in detention to have access to a visitor.



We are a small national charity and a highly respected voice on immigration detention nationally. Established in 1994, we have over 28 years of experience in working with people experiencing indefinite immigration detention and have achieved real change in this time.

AVID aims to address the isolation and injustice of immigration detention in the UK. We do this by supporting, strengthening, and promoting volunteer visiting nationally with our membership network in order to create positive change for all people in detention.

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. A complete list of our members is available on our website. All members visit (befriend) people in detention 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 and some prisons. This gives us an unparalleled insight into the lived experiences and their 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 change.

It is a crucial time to be part of AVID, as we embark on a new strategic period and have committed to placing lived experience at the heart of all that we do. We will do this by working with our members collaboratively and collectively to secure systemic reform. We are committed to doing far more to learn from and shift power to people with experience of the hostile environment, and especially those who have direct experience of immigration detention.

Post Overview

Job Title:	Member Development Co-ordinator
Reports to:	Director
Management responsibilities:	Supports Visitors Group core organisers
Key Contacts:	AVID network member groups, Durham Visitors Group, AVID Training & Membership Co-ordinator
Salary:	£28,000 pro-rata
Hours of work:	Part-time, 2 days (15 hours) per week
Contract:	Fixed-term for 12 months
Benefits:	25 days on a pro-rata basis plus public holidays. Automatic enrolment into AVID's contributory workplace pension scheme on completion of probation period. Employer contribution of 8%. External supervision is offered.
Probation:	This post will have a probationary period of 3 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.
Travel Expenses:	Travel expenses to delivery areas will be provided.

Purpose of the role

As the political context has become increasingly punitive for people from a migrant background, we have seen the increase in the use of detention both in scale and scope. This has included a sharp increase in the use of detention in prisons and the opening of a new detention centre for women in County Durham at the end of 2021.

The role of the Member Development Co-ordinator will be to support the development of visitors groups in these new contexts. The priority will be to work closely with the visitors group in County Durham and our existing members who are establishing support for people detained in prisons. Drawing on the expertise of our existing visitors groups, the post-holder will work with these groups to establish best practise and activities that promote solidarity with people who are detained.

Working alongside the Training & Membership Co-ordinator, the post-holder will contribute to other activities – including training and networking events - with the wider network to strengthen the collective impact of visitors with an emphasis on bringing the voice of people who are detained to the fore. This role is ring-fenced for someone with lived experience of immigration detention or the hostile environment.

About the team

We currently have three staff members, our Director, Training & Membership Co-ordinator and Policy and Communication Manager. Our work is also supported by volunteers who assist in various work areas, such as fundraising. Governance and oversight of the organisation's strategic direction are carried out by our Board of Trustees, a group of volunteers elected by our membership.

Historically based in London, since the pandemic AVID has moved to primarily remote working, with some in person meetings in London. The post will require travel to North-East of England and other locations where our members are based. We are open to applicants from across the UK.

Job Description

Supporting the development of new visitors groups in response to the expansion of the detention estate, with a particular emphasis on the Durham Visitors Group and prison visiting groups, through:

- Supporting Durham Visitors Group's core organisers with volunteer management including the recruitment and induction of volunteers and development of policies and processes that ensure the best support is provided to people who are detained that is context specific;
- Developing and delivering a programme of support, including training and resources, to visitors groups working with people detained in prisons;
- Supporting groups to manage relationships with centre management (Immigration removal centre, Short-Term Holding Facilities) and prison staff to ensure access and promote visiting services, whilst ensuring the independence of the group;
- Conducting awareness raising events and information workshops on immigration detention, its impact and the need for volunteer visiting;
- Working with our Director to identify development needs for new groups if the detention estate expands and changes;
- Supporting the development of new and emerging visitors groups in key areas of support as identified with the team and Director;
- Acting as a 1:1 point of contact for new and emerging groups, offering tailored support.

Strengthen the collective impact of visitors groups, through:

- Supporting the delivery of activities to share knowledge and information across the AVID network, promoting learnings from new groups to ensure the ability of visitors to act upon and reduce the harm caused by detention;
- Developing resources to strengthen the capacity and knowledge of AVID's network with a particular focus on promoting the values of the members charter (in development) alongside the AVID team and advisory group.

Other:

- Staying up to date with current asylum and immigration issues;
- Ensuring that this work is carried out in accordance with AVID's values and principles, including solidarity, non-discrimination and anti-racism, and adhering to best practice in confidentiality and safeguarding;
- Additional tasks as agreed.

How to apply

To apply, please send a CV, supporting statement and completed [equal opportunities](#) form to miranda.reilly@aviddetention.org.uk.

The supporting statement should include:

- Why you want to work for AVID, and in this particular role;
- How your **experience** (paid or unpaid), **skills** and **values** meet those set out in the person specification below. We welcome examples that demonstrate transferable skills and suggest you address each point of the person specification in turn. Please confirm that you have lived experience of immigration detention or the hostile environment in your statement however only disclose further information as you feel comfortable and that is relevant to your application. As a general guide, your supporting statement should be around two sides of A4.

Online Insight Session: 6th June, 3pm – 4pm

Deadline for applications: midnight 22nd June

Interviews: w/c 4th July

Two references (one from a previous employer where possible) will be requested from the successful applicant.

If you want to have an informal conversation about the role please contact Fiona, Training & Membership Co-ordinator at AVID, on fiona.ranford@aviddetention.org.

Extra application support for people with lived experience

We are proud to be a member of the [Experts by Experience Employment Network \(EBE-employment network\)](#) to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. We believe that every individual should have the right support when applying for our roles.

This network can provide independent and confidential support for applicants with lived experience of the UK asylum and immigration system. Please directly share your draft application through [this form](#) to get feedback and support for your application, or get in touch with the network on info.pathways2leadership@gmail.com or on their website(<https://pathways2leadership.softtr.app/ebe>)

Person Specification

This role is ring-fenced for people with lived experience of immigration detention or the hostile environment.

We recognise the value of experience gained in less formal settings, alongside more traditional formal, paid work experience.

Experience

Essential:

- Experience of recruiting, managing and supporting volunteers;
- Experience of planning and facilitating training events and workshops;
- Experience of creating written resources to provide advice and guidance;
- Experience of working with and supporting small/voluntary groups to enable them to work effectively and sustainably;
- Experience of monitoring and evaluation.

Desirable:

- Experience of supporting people with experience of immigration detention, prison, or in the immigration system;
- Experience of working in the charity sector;
- Website/online platforms development or maintenance experience.

Skills

Essential:

- Interpersonal skills, with the ability to develop and maintain effective relationships with a range of people, including people in detention, volunteers and external stakeholders;
- Strong communication skills, and the ability to communicate information clearly and in an accessible way in a range of settings including over the phone, online and face-to-face;
- Strong facilitation and workshop design skills, including the ability to create inclusive spaces where people from different backgrounds feel a sense of belonging;
- Strong volunteer management skills, including the ability to empower others to take leadership;
- Strong administration skills including the ability to keep records while adhering to GDPR;
- Strong organisational skills including the ability to respond promptly to enquiries, prioritise effectively during busy periods and manage time effectively.

Desirable:

- Ability to speak or write in additional languages to English.

Values

A commitment to the values of AVID including:

- Addressing the isolation and injustice of immigration detention;
- Equality of opportunity and non-discrimination;
- Anti-racism;
- Commitment to human rights principles including those of refugees and migrants.

Other:

- Commitment to working as part of a small team;
- Commitment to ongoing learning and the ability to respond to feedback;
- Willingness to work flexibly to support voluntary groups, including evening and weekend work where necessary.

Support for this role

As a staff member at AVID, you will be part of a small, supportive team. You will receive regular 1:1 support from your manager which will include the opportunity to identify learning and development needs, and we offer a training budget to support you to develop your skills. We aim to be a flexible employer, enabling those who work part-time to organise their hours around other responsibilities wherever possible.

