

# Thank you for your interest in the post of: Deputy Director

# This application pack contains the following:

## 1. Background notes on Detention Action

2. Application form

3. Job description

4. Person specification

5. Conditions of service

6. Equal opportunities monitoring form

Please return your completed application form by email to izzie@detentionaction.org.uk(please write “Deputy Director” in the header) or send in an envelope marked “Recruitment” to: Izzie McIntosh, Detention Action, Unit 3R, Leroy House, 436 Essex Rd, London N1 3QP. We will acknowledge receipt of all applications sent by email.

CLOSING DATE: 9am, Monday 21st January 2019

**INTERVIEWS: Week commencing 28th January 2019**

GUIDANCE ON FILLING IN APPLICATION FORM

The enclosed person specification lists the essential requirements for this post. When short-listing for interview, the selection panel can only consider the information contained in your application form. You will not be short-listed for interview unless you can **show** that you meet these requirements. Your application will be marked on your response to the “Relevant Skills and Experience” section, where you should address each point on the person specification and give examples. There is no word limit but we encourage applicants to take 4-5 pages on this section. Please also provide details of your education, training and work experience in the relevant sections, although you will not be marked on this.

You must use the form provided (though you can attach sheets*).* **A pre-produced** **curriculum vitae will not be accepted.**

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.

The form should be typed or completed in black ink, for photocopying purposes.

**Equal Opportunities:**

Detention Action is committed to operating as an equal opportunities organisation.  We welcome and encourage applications from refugees and other migrants, and in particular from former detainees, to reflect the composition of our client group.

Detention Action also recognises the potential barriers to employment posed by race and ethnicity, disability, nationality, genderor genderidentity,age,sexual orientation,religion or belief, andpregnancy or maternity, and work to ensure that our recruitment policy takes them into consideration.

Detention Action will seek to make reasonable adjustments to the physical office environment to overcome barriers to employment caused by disability, and encourages applications from these candidates.

**BACKGROUND INFORMATION**

Detention Action (formerly London Detainee Support Group) is a registered charity (charity no. 1065066), which was founded in 1993. Detention Action aims to promote the welfare and rights of immigration detainees in the UK and elsewhere. Detention Action provides support and advice to people in detention in the London area and advocates for detention reform.

Detention Action currently has nine staff. The advertised post is Deputy Director. This post will be line managed by the Director. The post will line manage the Administrator & the team of three Advocacy Co-ordinators.

We have a pool of around 25 volunteer visitors and around 10 office-based Advocacy and Support Volunteers. The organisation is governed by an eight member Management Committee. Our main funders are the Oak Foundation, Esmee Fairbairn Foundation, Paul Hamlyn Foundation, Joseph Rowntree Charitable Trust, Barrow Cadbury Trust, Henry Smith Charity, Ben and Jerry’s Foundation, Bromley Trust and AB Charitable Trust.

Detention Action provides support and advice to migrants in detention in Harmondsworth and Colnbrook Immigration Removal Centres at Heathrow, Morton Hall in Lincolnshire and in prisons in the London area. Combines, the Heathrow centres are the largest detention in Europe; around 1000 people can now be detained at Heathrow at any one time. Migrants in detention often have complex needs, often arising from indefinite detention and / or mental health issues, which present barriers to accessing services and defending their rights.

There are three main strands to Detention Action’s work supporting people in detention. Firstly, the core of Detention Action’s work has always been to provide emotional and practical support to detainees through one-to-one visits. These visits are made by volunteer visitors, recruited, trained and supervised by the Advocacy Coordinators.

Secondly, Detention Action provides casework and emotional support to people in detention from the office, accessible through a freephone service. Detention Action undertakes general casework for detainees, including referrals to legal representatives and other specialist organisations and assistance with communicating with these agencies. We also work closely with solicitors on strategic litigation where it is necessary to defend the rights of people in detention. We do not provide immigration advice.

Thirdly, Detention Action provides holistic and accessible advice and support on-site in the detention centre by holding regular advice workshops, which allow people in detention to develop trust relationships with Detention Action through face-to-face contact and ongoing work on their diverse needs.

Detention Action also campaigns for reform to immigration detention policy and practice, drawing on evidence obtained from our frontline work. Our campaign against indefinite detention aims to end the long-term detention of migrants without time limit. We also run a small alternatives project for young ex-offenders experiencing or at risk of indefinite detention.

We campaigned for an end to the Detained Fast Track asylum process, successfully bringing a strategic legal challenge which led to the suspension of the process in 2015 and we continue to campaign against its re-introduction.

We train and support people with experience of detention to campaign and lobby for change through our Freed Voices group. More information on our work is available on our website.

**DETENTION ACTION**

EDUCATION AND TRAINING

Please outline your education, providing details of any qualifications, the institutions that awarded them and the dates they were awarded. Include any training undertaken as part of your employment or voluntary work.

WORK EXPERIENCE

Please start with your present or most recent employment and work backwards. Include any voluntary work you have undertaken. Give the name of your employers, job titles, dates and current salary (if applicable) and a brief description of the work you have done. You may wish to continue on a separate sheet.

**RELEVANT SKILLS AND EXPERIENCE**

Please use this section to outline the 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. **In completing this part of the application form, please address the points in the Person Specification,** **using the same numbering order**. You may wish to continue on separate sheets.

**Declaration:**

**I confirm that the information I have given in the application is true to the best of my knowledge.**

**Signature (please type if sending by email):** **Date:**

**Job title: Deputy Director**

**Main areas of responsibility:**

**Leadership and strategic development**

* To support the Director in providing strategic direction to the development and implementation of Detention Action’s campaigning and service delivery, including development of the strategic plan.
* To oversee the delivery of Detention Action’s casework service and through monitoring and evaluation to develop the organisation’s work with people in detention.
* To lead and oversee the gathering of evidence and drafting of materials that draw on Detention Action’s expertise and knowledge of detention to deliver radical policy reform.
* To develop a programme of policy and parliamentary work aimed at ending indefinite detention and achieving a range of further policy goals such as the adoption of community based alternatives to detention, the prevention of destitution for those leaving detention, and an end to the automatic deportation of those with criminal offences.

**Management & Organisational**

* To manage and supervise staff:
	+ the Administrator, who ensures the smooth running of the organisation;
	+ the team of three Advocacy Coordinators who run the casework service, providing direct emotional and practical support to clients in detention and running a volunteer programme to do the same.
* To oversee the implementation of internal policies that meet Detention Action’s legal obligations and reflect the values of the organisation.
* To support the Director in maintaining and developing relationships with charitable foundations and individual donors and fundraise to ensure the organisation’s financial stability.

**Advocacy**

* To undertake advocacy for detention reform with key stakeholders including parliamentarians and Home Office.
* To act as a spokesperson for Detention Action including in public and the media.

**Deputy Director Job Specification**

**Essential:**

At least three years working in a senior managerial or senior policy role with strategic and operational responsibilities

Substantial experience and understanding of UK immigration policy and the problems experienced by those subjected to it

Strong communication skills and proven ability to effectively strategise and lobby for policy reform

Experience of frontline casework and understanding of the needs of at-risk and disenfranchised communities

Demonstrable understanding of good practice in one-to-one casework with vulnerable clients

Demonstrable knowledge of good practice in volunteer management

Proven ability to lead and manage a team in a stressful and pressurised environment

Substantial experience of research and evidence gathering and using research findings to lobby effectively for policy reform

Excellent written skills and ability to turn complex evidence and research findings into clear and succinct policy materials.

Ability to work flexibly, including outside normal office hours when required

Commitment to human rights and Detention Action’s campaigning goals

**Desirable:**

Experience of delivering, or of managing, casework and advocacy for asylum seekers, undocumented migrants, immigration detainees or non nationals in the criminal justice and immigration systems.

Experience of working within a close-knit team in a busy and fast paced working environment

## **CONDITIONS OF SERVICE**

**POST: Deputy Director**

**Salary:** £40, 000 per annum, plus 3.5% pension contributions.

**Contract:** This is a permanent position.

**Working Week:** 35 hours (with some evening work and occasional weekend commitments).

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

**Probation:** 3 months.

**Place of work:** Unit 3R, Leroy House, 436 Essex Rd, London N1 3QP.

**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.

**Right to Work**: 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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