

# Thank you for your interest in the post of: Advocacy Coordinator

# 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 1.8, The Green House, 244-254 Cambridge Heath Road, London E2 9DA. We will acknowledge receipt of all applications sent by email.

CLOSING DATE: 9am, Monday 10th June 2019

**INTERVIEWS: Monday 17th June 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 eight staff. The advertised post is Advocacy Coordinator. This post will be line managed by the Deputy Director.

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 Heathrow Immigration Removal Centre in London, Morton Hall in Lincolnshire and in prisons in the London area. Heathrow is the largest detention centre 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.

**Employment application form: ADVOCACY COORDINATOR**

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 DESCRIPTION

# POST: ADVOCACY COORDINATOR

**REPORTING TO: DEPUTY DIRECTOR**

## **PURPOSE OF THE JOB: TO BE RESPONSIBLE FOR CASEWORK AND EMOTIONAL SUPPORT FOR DETAINEES, BOTH DIRECTLY AND THROUGH SUPERVISING VOLUNTEERS.**

**Main areas of responsibility:**

* To coordinate casework and emotional support for people in detention, including developing expertise and new areas of casework in response to the needs of people in detention
* To undertake casework and provide emotional support for people in detention, particularly those with complex needs
* To recruit and manage volunteers in a range of roles to support people in detention, providing ongoing supervision, training and development
* To build and maintain relationships with relevant external stakeholders, particularly IRC staff, legal professionals and other NGOs, and to share expertise externally
* To monitor practical, legal and policy changes relevant to people in detention and the impact they have on Detention Action’s casework
* To share expertise from casework to inform other areas of Detention Action's work including policy, advocacy and communications and the development and implementation of other projects
* To be responsible for your own administration and contribute to the smooth running of the office

The Advocacy Coordinator is to undertake such duties and responsibilities appropriate to this post, not specifically mentioned in this Job Description, as allocated by the Management Committee and the Director.

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

## **PERSON SPECIFICATION**

## **Post: ADVOCACY COORDINATOR**

**Experience, attainments and knowledge**

**Essential:**

1. Substantial experience of casework and advocacy for asylum-seekers, undocumented migrants and / or immigration detainees;
2. Demonstrable understanding of good practice in one-to-one casework with vulnerable clients;
3. Demonstrable knowledge of good practice in volunteer management;
4. Proven ability to work in a team in a stressful and pressurised environment;
5. Experience of working with people affected by mental health issues, and understanding of the impact of immigration detention on mental health;
6. General understanding of the issues affecting asylum-seekers and other migrants in the criminal justice system;
7. Good understanding of the asylum system and the difficulties experienced by asylum-seekers and other migrants in the UK, including in immigration detention;
8. Proven ability to organise and prioritise a busy workload;
9. Excellent communication and listening skills, including the ability to communicate with a wide range of people;
10. A high standard of written and spoken English;
11. Computer literacy, including good typing, database and internet skills;
12. Ability to work flexibly, including outside normal office hours when required;
13. Demonstrable commitment to the principles of equal opportunities.

**Desirable:**

1. Experience of working in an Immigration Removal Centre, prison or similar environment;
2. Experience of designing and delivering training;
3. Knowledge of another relevant language(s), most usefully Arabic, Farsi, French, Hindi, Mandarin, Pashtu, Punjabi, Russian, Sorani, Tamil, Urdu or Vietnamese.

## CONDITIONS OF SERVICE

**POST: ADVOCACY COORDINATOR**

**Salary:** £31,000 per annum, plus 5.5% employer pension contributions. Employees also make a 2.5% contribution to the pension scheme.

**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:** The Green House, 244-254 Cambridge Heath Road, London E2 9DA. The role involves regular visits to the detention centres near Heathrow in London.

**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.

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**DETENTION ACTION EQUAL OPPORTUNITIES MONITORING FORM.**

Detention Action recognises that its equal opportunities policy, in itself, does not necessarily ensure equal opportunities. It therefore has a system for checking whether the policy is being carried out and whether it is working. Without records it is virtually impossible to know whether the organization is attracting candidates from diverse backgrounds. Detention Action collects statistics on job applicants, volunteers and service users to ensure we are providing an equal service to all and equal access to job and volunteer opportunities. Data from monitoring records will be analysed to see whether there are any disparities and whether discrimination might be occurring.

We therefore ask you to 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 FOR YOUR HELP

Staff/ Deputy Director