



association of **visitors** to
immigration detainees

Director Candidate Brief



Welcome



Immigration detention is expensive, inefficient and unjust.

Our work is aimed at improving the conditions and treatment of people detained, and to reduce the human cost of detention whether this be by supporting our member and volunteer visitors or through our policy, advocacy and campaigning.

Members are at the heart of our work and we provide training, information, advocacy support and resources to help visitor groups conduct their vital work.

The need for our work is self-evident. Home Office figures for the year ending in June 2021 record 17,088 people entered detention and the number of people detained in prisons increased by 52% from 368 in the same period.

People in detention will often feel vulnerable, isolated and frightened. It is a traumatic experience and the volunteers who we support are often the only person a detainee sees from outside, who is not an official. This relationship can often become a lifeline, as a visitor listens and cares, helping to reduce isolation.

We want, and need, to be able to do more to make a tangible and positive difference not only to the lived experience of people who are detained but also to establishing an immigration and asylum policy that is just.

Coming to the end of our current three years strategy, we are seeking to appoint a new Director to work with us to shape the ways in which we can increase our impact and extend our reach.



Jayne Butler,
Co-Chair



Carolina Rodriguez
Co-Chair



About AVID

We are a small national charity, and a highly respected voice on immigration detention nationally. Our small staff team is renowned for ‘punching above its weight’ in working to amplify the voices of people in detention and the volunteers supporting them. Established in 1994, we have over 25 years’ experience in working with people experiencing indefinite immigration detention and have achieved real change in this time. Immigration detention is no longer a marginalized issue, it is now recognized as one of the UK’s most pressing human rights concerns. Our strategic aim is to reduce the human and social cost of immigration detention.

Central to this is our unique structure as a membership network. AVID members are central to everything we do. A full list of our members is available on our website. 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 (befriend) detainees 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 as well as in some prisons. This gives us an unparalleled insight into the lived experiences and realities of immigration detention and its 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 reform.

We currently have three staff members, our Director and two part time Training and Membership Coordinators who work on a job share basis. We are recruiting two posts, the Policy and Communications Manager and a new Director. Our work is also supported by volunteers who assist in various areas of our work such as fundraising. 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.

Historically based in London, and with a London base, AVID has moved to remote working, recognising the challenges of the current pandemic.

AVID's work is based on an agreed strategy developed with our members. You can read the [strategy in full here](#). We advise you to read this before completing your application.

Our vision for detention reform has never been more important. With the most hostile Government we have ever faced, the increasing use of prisons for immigration detention, the use of sites of 'quasi detention' like barracks to house people seeking asylum, and a range of provisions outlined in the Nationality and Borders Bill such as offshore processing, it has never been more important to defend the rights of those who are detained under immigration act powers.

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 work to secure systemic change.



About the role

After 12 years, our long-standing Director is leaving the organisation in December 2021. As a result we are recruiting two new roles to take our organisation to the next phase in its development, putting lived experience at the heart of what we do and strengthening our network to meet the challenges of the Nationality and Borders Bill provisions, and beyond.

We are looking for a dynamic, strategic and effective leader to become the new Director of AVID. The Director will provide leadership and direction to AVID, working closely with the staff team and Trustees to support the organisation as we enter a new phase in our development, with a commitment to placing lived experience at the heart of our decision making, while responding to the new challenges of the Nationality and Borders Bill.

We are looking for someone with significant senior leadership experience within a voluntary sector organisation, funded by trusts and foundations and other private and public funders. The role will manage key stakeholder relationships integral to achieving AVID's aims and objectives, and ability to sustain its support of volunteer groups and the people in detention they support.

The role is multi-faceted, including representing the organisation externally, and overseeing the development, administration, human resources, fundraising and financial management. Working closely with the Board of Trustees, the Director will be responsible for ensuring AVID's day to day activities contribute to its long-term strategy and work to secure the organisation's financial future.

This is an exciting time for AVID as we commit to transforming our organisation to being truly anti-racist and lived experience led.

As our new Director must be willing to be flexible, able to adapt to an increasingly high pressured external environment, and to build collaborative relationships with stakeholders, members and funders. You will develop long term plans, will sustain its current funding relationships and grow and develop new funding streams.

Raising awareness of AVID, its work and that of our membership is vitally important going forward and if we are to increase funding. You will be the public face of the organisation, building relationships across a range of diverse stakeholders, while motivating and supporting staff, members, and new funders.

Underpinning everything will be working with the Board, to ensure that AVID benefits from stable and expert governance, complying with all charity law and policy and ensuring best practice.

While senior level experience is important for this role, establishing a team that is diverse, representative and inclusive of the values we seek to promote is hugely important to us at AVID. We are keen to hear from people with a wide range of backgrounds, and people who have lived experience of the issues facing people in the immigration and detention systems, and who understand the intersections with structural racism, are particularly encouraged to apply.

The second role we will be recruiting to is a Policy and Communications Officer which we hope the new Director can be involved in the appointment of (interviews ideally around 18th February).



Job Description

Job Title:	Director
Reports to:	Board of Trustees (Director is usually managed by the Chair or other senior Trustee)
Responsible for:	Training and Membership Coordinator(s), Policy and Communications Manager, Volunteers
Salary:	£41,000 FTE (pro rata).
Contract:	Permanent, subject to funding.
Hours:	The post is offered on a PT basis, across either 3 or 4 days on discussion with candidate.
Key contacts:	AVID members Funders Policy makers Media representatives Outsourced suppliers
Location:	Remote dependent on successful applicant*. At the moment due to the current pandemic, all staff are working remotely. It should be noted that some UK travel is a requirement of this post, and many meetings take place in London. Overtime is not paid but time off in lieu is arranged.
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 offered.
Probation:	Four 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.

Purpose of the role

To ensure the smooth running and long-term sustainability of AVID, empowering and enabling staff to deliver our core activities of membership support and policy and advocacy. The Director is responsible for strategic direction; business planning; organizational planning and management; working with our Trustees to ensure best practice in governance; oversight of all operational activities and leading on nurturing our existing funding streams while proactively developing new funding relationships; financial and grant management, and human resource management.

Areas of responsibility

Leadership and strategic development

- Provision of leadership and strategic direction to the development and implementation of AVID's membership support, communications and policy work, including developing strategies and business plans to ensure our operational work meets our long term goals.
- Working with the Board of Trustees, staff team and membership to develop and implement AVID's strategic planning process, ensuring regular reviews and undertaking monitoring, evaluation and impact assessment of our work.
- Organisational management including overseeing the delivery of AVID's membership support, communications and policy work

Funding and income generation:

- Working with the Board of Trustees to develop and implement a successful fundraising strategy for 2022 and beyond, building the sustainability of our organisation.
- Nurturing and maintain our existing funding relationships with Trusts and Foundations, while proactively building and developing new funding relationships.
- Undertaking AVID's fundraising activities, with the support of the Trustees, primarily through grants applications to Trusts and Foundations and individual donations.
- Implementation of all grant management in line with best practice, including regular reporting and producing accurate financial projections.
- Development of new income streams for AVID.

Management and organizational development:

- Management of all staff (current three staff/two roles), ensuring development planning, training, and appraisal.

- To develop, implement and maintain internal policies that meet AVID’s legal obligations and reflect the values and ethos that we wish to promote.
- Management of all human resources within AVID including administration, policy development, and regular reviews, in consultation with the Board of Trustees.
- To manage the recruitment and induction of all new staff and volunteers.

Financial management:

- To manage all finances effectively, in line with due diligence and best practice.
- To maintain financial management systems and, with the Board of Trustees, ensure careful monitoring of income and expenditure against budget.
- To produce management accounts and cashflow documents monthly
- To oversee the annual budgeting process and to participate in the production of AVID’s annual accounts, liaising with the AVID Treasurer.

Board and Governance:

- To manage organizational relations with the Board of Trustees, ensuring appropriate presentation and reporting on the progress of the organisation against our strategic plan.
- To keep Trustees informed and abreast of external and internal developments.
- To actively participate in Board meetings and sub committee meetings, including the preparation of reports and other papers as appropriate.
- To ensure best practice in compliance with relevant Charity Commission guidance

Other duties:

- To represent the organisation externally, at events and awareness raising opportunities
- To foster relationships with a wide range of stakeholders including statutory monitoring bodies, partner organisations and policy makers
- To take a proactive approach to risk management
- To maintain monitoring and evaluation mechanisms that include engaging with our members and the people in detention they support
- To respond to media and press enquiries and to develop a strategy for external communications, along with our Policy and Communications Manager.
- Overseeing AVID external events including our annual AGM and other awareness raising events.

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

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’.

Person Specification

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

Experience:

- At least three years' experience in a senior leadership role within a small charity/not for profit or equivalent.
- At least three years' experience of line managing staff
- A strong track record in raising funds from grant making trusts and foundations
- An understanding of good governance and legal responsibilities and the ability to work successfully with a Board of Trustees
- Experience in leading and developing organizational strategic planning
- A knowledge and understanding of the issues facing people with uncertain immigration status in the UK
- Previous experience within a membership organisation or delivering infrastructure support would be beneficial but is not essential.

Skills:

- Strong strategic and leadership skills, with a collaborative approach to working internally and externally
- Strong communication skills with a proven ability to build and nurture relationships across a diverse range of stakeholders
- Ability to represent and advocate on behalf of AVID, our members and people in detention to different audiences
- Strong people management skills including the management of change
- Flexibility and ability to adapt to a high pressure external policy environment
- Excellent financial management skills and able to oversee financial administration processes
- Project management experience with demonstrable experience of monitoring, evaluation and impact assessment
- Sound IT and organizational skills, well organized with an adaptable outlook
- Excellent oral and written communication skills including writing and editing skills

Values:

A commitment to the values of AVID including:

- Equality of opportunity
- Anti-racism
- Commitment to human rights principles including in particular those of refugees and migrants



How to apply

For an informal conversation about the role, please contact our recruitment partner, Carroll Lloyd, Director, NFP Consulting on 07765 001 033 or email carroll.lloyd@nfpconsulting.co.uk

Apply online at www.nfpconsulting.co.uk/avid

Application is by way of CV with a Supporting Statement that should set out your motivations for applying and how your work experience to date meets the scope of the responsibilities. As a general guide, your Supporting Statement should be around two sides of A4.

Closing date: Monday 17th January

First interviews: Week commencing Monday 17th January

Final interviews: Friday 28th January

Selection process

It is anticipated that interviews will take place on 28th January, although this is subject to change. In current circumstances we are monitoring public health guidance and as such it is likely that interviews will be held via video conferencing. We will aim to be flexible.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not be taken into account in the selection process.

Equal Opportunities: AVID is committed to operating as an equal opportunities and actively anti-racist organisation. Those with lived experience of detention or as a refugee are particularly encouraged to apply.

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.