



association of **visitors** to
immigration detainees

Communication Co-ordinator

Candidate Information Pack

April 2023

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.

ABOUT AVID

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 to create positive change for people in detention. We hope to foster human connection in a bid to end the human suffering caused by detention in the UK and advocate for the end of immigration detention.

Established in 1994, AVID has built a strong platform and source of infrastructure support for visitor groups across the UK. We have members who visit in every Immigration Removal Centre, Residential Short-Term Holding Facility and in some prisons.

Our 14 members, representing over 500 volunteer visitors, are diverse and dynamic. Some are registered charities with paid staff, others have a non-hierarchical structure or are volunteer-led. The support provided by AVID - including 1:1 guidance, advocacy and training - has enabled our members to provide vital emotional and practical support to people who are detained.

AVID and its members have a unique perspective on the realities of detention. This gives us an unparalleled insight into the lived experiences and the impact of detention 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.

However, the political context has become increasingly punitive for people from an immigrant background resulting in an increase in the use of detention both in scale and scope. It is therefore a crucial time to be part of AVID, as we embark on a new strategic period and resist current government plans for the expansion of the detention estate.

ABOUT THE TEAM

We currently have four staff members, our Director, Policy and Communications Manager, Network Development Officer and Member Development Co-ordinator. 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.

We recognise that, if we are to achieve our mission and live up to our values then the perspectives, strategies and solutions of people who have been impacted by immigration detention must be embedded at all levels of our organisation. Currently, half of our team have lived-experience of immigration detention and one member of our trustee board.

Historically based in London, since the pandemic AVID has moved to primarily remote working, with optional use of a shared office space in London. We are open to applicants from across the UK.

OUR VALUES



Community: We build communities of belonging, hope and resistance in anticipation of the society we want to create.



Solidarity: We stand alongside, we act with, not for, people in detention



Lived experience led: We are led by people who have been impacted by detention.

OUR VALUES



Dignity: We uphold the rights of people in detention to be treated with dignity and respect.



Independence: We are independent of the government and all those who run and benefit from the practise of immigration detention.



Anti-oppression and anti-racism: We actively seek to redress the unequal power systems which pervade immigration systems and structures



Care and Accountability: We are accountable to people in detention, and we hold ourselves to account for our actions and approach



POST OVERVIEW

Job Title:	Communications Co-ordinator
Reports to:	Director
Key Contacts:	Policy and Communications Manager
Salary:	Circa £29,400 pro-rata
Hours of work:	Part-time, 3 days (22.5 hours) per week
Place of work:	Home-based, with some travel for team-away days and membership outreach
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.
Training and development:	Staff members have an allocated budget for training and are supported to identify training and support needs. AVID is developing its wellbeing offer to promote staff wellbeing. We encourage applicants with lived-experience to highlight particular training needs that will ensure success in this role.



JOB DESCRIPTION

Job Title: Communications Co-ordinator

PURPOSE

The role of the Communications Co-ordinator is to support the development of influencing and engagement activities that build a collective voice for the AVID network, in support of a compassionate approach to migration and against the use of immigration detention.

The Communications Co-ordinator will work alongside the Policy and Communications Manager to develop strategic areas for oversight and awareness building of immigration detention as well as opportunities to engage with communities and media on compassionate alternatives. The Communications Co-ordinator builds relationships with partners and AVID members in order to further online engagement through our website, newsletter, social media and other online formats. You will develop ways to collaborate with people with lived experience of immigration detention and hostile environment policies in order to ensure that AVID's communications and awareness-raising activities are meaningfully co-produced and reflect the realities for people in immigration detention.

MAIN DUTIES AND RESPONSIBILITIES

- Develop AVID's social media presence through platforms such as Twitter, Instagram, TikTok, Facebook and LinkedIn.
- Write content for our members, supporters and the public in a variety of formats such as our newsletter, youtube videos, news article and blog posts.
- Develop AVID's media relationships and presence.
- Present information creatively and in an engaging way by designing infographics and other audio and visual representations of information.
- Assist with the design and content of other materials including promotional materials, training resources and AVID's external publications including the annual report.
- Keep AVID's website up to date with new content, blogposts and guidance for visiting in detention.
- Coordinate and develop ways to gather information from our members in order to inform AVID's communications efforts, working closely with other members of the team in order to ensure that key thematic areas on detention are being monitored and communicated.
- Coordinate and develop ways for people with lived-experience to inform AVID's communications including language used, communications materials and output.

Other duties

- Assist with the development of a new website, updating content for the website and informing a new design.
- Contribute to a new strategy on how we communicate with our members and with communities who are affected by detention.



PERSON SPECIFICATION

We are particularly interested to hear from people who have lived experience of immigration detention and of hostile environment immigration policies. Lived-experience will be recognised and prioritised in the short-listing process for this role.

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

Experience

- Experience of creating engaging communications content in different formats such as writing, blogs, video and audio.
- Experience of working collaboratively and building relationships in a range of settings.
- Experience of producing engaging social media content for organisations.
- Experience of working on projects in support of advocacy objectives.
- Experience in web development and design, an advantage.

Skills

- Ability to communicate a clear and persuasive message.
- Good relationship building skills, preferably gained in a voluntary sector role, and an ability to motivate and influence others.
- Ability to maintain oversight and manage competing priorities.
- Ability to analyse complex information and data in order to communicate this in a range of ways.

Knowledge

- Knowledge and understanding of the hostile environment, human rights, immigration detention or asylum in the UK.
- Demonstrable understanding of how to build the experiences of people with lived experience into communications and campaigns in a meaningful way.

Values

- Commitment to the values and mission of AVID.



HOW TO APPLY

Deadline and what to send:

Please email a CV of no more than 2 pages, as well as a cover letter of no more than 2 pages and completed equal opportunities form explaining how you meet each of the person specification criteria, to enquiries@aviddetention.org.uk by **5pm on 31st May**.

Support for people with lived experience:

We are proud to be a member of the [Experts by Experience Employment Network](#), which aims to create a charitable sector led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices and respect the personal circumstances and needs of people with lived experience.

If you have first-hand experience with the issues and challenges of the UK asylum or immigration system, you can ask for independent and confidential support for your job application from the Experts by Experience Employment Network. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

Further information:

If you are still looking to find out if your experience meets the above criteria and are interested in applying, you are welcome to contact the AVID team to learn more. You can contact us at enquiries@aviddetention.org.uk or **07900196131**. We would love to hear from you.

Informal online information session:

There will be an information session on this role from 18:00 - 19:00 Tuesday, 9th May, held online via Zoom, during which you can learn more about the role and the application process.

- You can register your interest here: <https://www.eventbrite.co.uk/e/become-a-comms-co-ordinator-with-avid-tickets-622346403847>

Successful applications:

Successful applicants will be invited to either an online or in-person interview in the **week beginning 12th June**, and interview questions will be given in advance to ensure a fair and open recruitment process. You will have the possibility of having costs reimbursed to allow them to be interviewed i.e. an internet grant, reasonable travel expenses.



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