

## Senior Network Coordinator

### Candidate Pack



### Welcome

AVID exists to reduce the immediate suffering of people detained and work towards a future without detention. We do this by enabling the vital role of visitors to immigration detention whilst facilitating collective action amongst UK visitor groups.

AVID is a national network of 13 visitor groups, representing more than 500 volunteers, who visit people detained under immigration powers. Collectively, members of our network visit all seven [Immigration Removal Centres](#) (IRCs), all four Residential Short-Term Holding Facilities (RSTHF) and various prisons, and work in solidarity with more than 3000 people detained a year. We provide 1:1 support to visitor groups, working with them from the earliest stages of establishing support and thereafter providing an ongoing programme of training, bespoke resources, and infrastructure provision. We provide a programme of structured peer support, skill-sharing and cultivate a community of care. This is underpinned by our [Members Charter](#) which are the seven shared values at the heart of our network. These values are solidarity; community; anti-racism and anti-oppression; lived-experience led; independence; care and accountability; and dignity. These values ensure that we remain connected to our longer-term vision, a future without detention. AVID's advocacy is based on the lived experiences of people who have been detained. We work to research, collate and produce evidence and information on the realities of detention, and to use this as a tool for positive change.

As part of a small and agile team, the Senior Network Coordinator is a central role at AVID. We are looking for someone to fulfil this dynamic role which involves working closely with members of the AVID network to provide capacity-building support, support collaboration and further their ability to provide solidarity to people in immigration detention across the UK. More than half of our team



have lived experience of detention and we welcome applicant with lived experience of detention and/or forced migration.

It is a crucial time to join AVID, as we embark on the implementation of an ambitious new strategic period and contend with detention expansion, increased enforcement, immigration deterrence and hostility. You can read more about our strategy and access our strategic framework two-pager [here](#).

## Job Description

**Job Title:** Senior Network Co-ordinator

**Reports to:** Co-Director for Membership and Operations

### Key contacts:

- AVID team members:
  - Co-Director for Membership and Operations
  - Co-Director for Policy and Influencing
  - Senior Member Coordinator
- AVID members: We have 13 member organisations in our network. You can read more about our members and see where they visit [here](#).
- AVID board of trustees: The board of trustees is responsible for the governance of AVID and ensuring we are accountable to our mission. We currently have six board members with a wealth of experience in and outside of the migration sector.
- Partner organisations and trainers.

**Salary:** £30,515 pro rata

**Contract:** Permanent

**Hours:** Part-time, four days a week (30 hours), flexibility to attend occasional evening and weekend meetings with AVID members across the country, many of whom are volunteers.

**Location:** Remote, UK-based with some travel required. We have a shared office in Brixton, London which is available for AVID team members to use on a flexible basis. We meet as a team in person once a quarter.

### Benefits:

- 25 days annual leave plus bank holidays (pro rata) in addition to one week during the Christmas period.
- Working from home allowance.
- Access to supervision with an external supervisor.
- Automatic enrolment into AVID's contributory workplace pension scheme on completion of probation period. Employer contribution of 8%.
- Annual increase within salary band (£30,515 - £35,515) according to time served plus cost-of-living increase (decided by the board of trustees & dependant on organisational resource and context).



**How to apply:** Send a CV and cover letter to [enquiries@aviddetention.org.uk](mailto:enquiries@aviddetention.org.uk) by end of day Monday 10<sup>th</sup> March.

## Purpose

The Senior Network Coordinator is part of the AVID function (alongside the Senior Member Coordinator & Co-Director for Membership and Operations) to deliver AVID's capacity building support to AVIDs membership network of visitor groups and drive collaboration.

The Senior Network Coordinator leads on the coordination and cultivation of the network infrastructure support to visitor groups and network collaboration. The Senior Network Coordinator fosters collaboration between members and strengthens best practice for visiting, utilising AVID's Members Charter as a central point of reference. As a small network, relationship building is central to this role and the post holder will provide 1:1 guidance alongside a programme of capacity building support based on membership needs. The role includes responsibility for the ongoing development of AVID's Members Charter; coordinating and delivering AVID's membership support programme of network calls, trainings, and skill sharing sessions; and the development of resources on the AVID members' space.

This is a varied role, working directly with our diverse range of members across the UK, with a focus on the more established groups in the AVID network. The Senior Network Coordinator works closely with the Senior Member Coordinator who has a focus on smaller, grassroots groups and new visitor groups in the AVID network and visitor engagement.

## Main duties and responsibilities

### **Relationship building and providing tailored 1:1 support to visitor group coordinators in the AVID network:**

- Building relationships with AVID members across the UK with a focus on more-established groups in the AVID network.
- Providing 1:1 support, outreach and mentoring for group coordinators.
- Identifying, developing and collectively shaping good practice standards in visiting throughout the network.
- Responding to members' queries and maintaining ongoing communication.
- Working with the Senior Member Development Coordinator to induct new groups to the AVID network and involve smaller grassroots groups in AVID's programme of support.

### **Work alongside visitor groups to build their capacity, resilience and strengthen best practice for visiting in detention through:**

- Delivering AVID's core training modules on immigration detention and visiting to visitor groups, ensuring materials are relevant and up to date.
- Leading on a programme of training (both in-house and external), education and skill-sharing that addresses the needs of members and group coordinators.
- Building sustainable practices and collective care amongst visitor groups which respond to the adverse impacts of working in detention and vicarious trauma.



- Co-ordinating the AVID Annual Coordinators Network Gathering alongside the Senior Member Development Coordinator, jointly overseeing all aspects of administration and coordination of this event.
- Developing, updating and increasing use of AVID resources through oversight and development of AVID's Members Area and resources/policies/guidance for visitor groups and coordinators as well as supporting the development of AVIDs volunteer visiting handbook.
- Working alongside people with lived experience of detention in the AVID community to facilitate meaningful opportunities for leadership in network activities.

**Develop network collaboration, facilitated peer-support and alignment of groups around shared network values, strategies and goals through:**

- Co-ordinating and facilitating AVID member calls and skill shares to provide structured peer-support and ensure that information is effectively shared in the AVID network.
- Working with AVID members to establish processes and activities for collaborative development and ongoing revision of the members' charter.
- Embedding charter values across AVID's network support and capacity building work with a priority focus on anti-racism & anti-oppression and lived-experience leadership in line with our strategic objectives.

**Maintaining and monitoring the activity of the AVID network and identifying emerging areas for development through:**

- Developing and improving access to AVID's membership offer, administering the annual membership renewals and keeping up to date records of AVID members.
- Designing and implementing annual members survey.
- Keeping an up-to-date record of member activities, meetings, participation and feedback.
- Keeping abreast of the development and support needs of the AVID members as well as changes in detention policy and practice.
- Identifying and building relationships with external partners to strengthen collaboration and partnerships with the wider movement.

**Other tasks:**

- Supporting AVID's strategic development through our strategic objectives.
- Working alongside other members of the AVID team to ensure that membership support and network development is connected to our overall mission of ending detention and advocacy efforts.
- Representing AVID at external meetings and events.
- Contributing to funder and board reporting.
- Tracking, monitoring and evaluating impact using AVIDs internal databases.
- Responding to general enquiries by phone, email or post.

The Senior Network Coordinator is to undertake such duties and responsibilities appropriate to this post, not specifically mentioned in this Job Description, as allocated by the Board of Trustees and the Co-Directors.

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



## Person Specification

We are interested in skills and experience developed in a range of environments, whether through formal workplaces or voluntary. We recognise the great value of lived experience of immigration detention and/or of hostile environment policies and would be very interested to hear from applicants with this experience.

We are part of the [EBE network who you can contact](#) if you have lived experience you can receive support with your application.

## Experience

- Experience of delivering and designing training to meet specific objectives with an understanding of the different needs for in person and online training.
- Experience of recruiting, supporting, and advising volunteers.
- Experience of delivering workshops and/or coordinating events (online and in-person).
- Experience of working with marginalised communities.
- Experience of monitoring, reporting and evaluation.

Desirable:

- Experience of developing support systems, identifying priorities for change and strengthening the infrastructure of voluntary groups.
- Experience of working with refugee, migrant and/or detained communities.
- Experience of working in the immigration and/or criminal justice sector.
- Experience of working in a membership organisation.

## Knowledge and understanding

- Knowledge of good practice in volunteer management.
- Knowledge and understanding of migration, human rights, asylum, criminal justice and immigration detention in the UK.

## Skills

- Communication skills, written and oral.
- Facilitation skills and inclusive approach to managing online and offline spaces.
- People skills and ability to build relationships with diverse groups of people.
- Solid administration skills and working knowledge of information systems.
- Ability to work well in a team.
- Ability to manage multiple priorities.



### How to apply

Send your CV (up to two pages) and cover letter (one – two pages) to Miranda Reilly, Co-Director for Membership and Operations, at [enquiries@aviddetention.org.uk](mailto:enquiries@aviddetention.org.uk). In your cover letter, please explain your interest in the role and how you meet the person specification, using examples.

Deadline for applications: End of day, 10<sup>th</sup> March 2025

Please use the subject line “Senior Network Coordinator Application”.

Please contact [Miranda.reilly@aviddetention.org.uk](mailto:Miranda.reilly@aviddetention.org.uk)/07900196131 to discuss the role informally.