

## Application for the post of Policy, Research & Parliamentary Manager

Please find enclosed:

- A job description and person specification
- A guide to completing the application form
- An application form
- An equal opportunities monitoring form

Set up in 2005, Medical Justice provides independent medical advice to immigration detainees, uses medical evidence to document the harm caused by immigration detention, and challenges the use of immigration detention. Medical Justice has secured lasting change through combinations of research, policy, parliamentary, and media work, as well as strategic litigation.

This is an exciting opportunity for an exceptional individual with a demonstrable record of policy and research work, ideally within an asylum or immigration detention context.

You will be responsible for the delivery of our policy, research and parliamentary work. As part of your role you will gather evidence from our casework and elsewhere to prepare briefings, papers and research reports about the harm caused by immigration detention to alert the Home Office, NHS England, medical professional bodies, parliamentarians, and the courts to ongoing issues.

Influenced by our robust and unique evidence base, our credibility and effectiveness, as well as the expertise of our staff and volunteers, Medical Justice enjoys excellent collaboration with lawyers, other NGO's in the field, medical professionals and parliamentarians. Medical Justice is the only NGO consulted by NHS England on its Service Specifications for healthcare provision in Immigration Removal Centres (IRCs). In 2019 Medical Justice became the secretariat for the newly formed All Party Parliamentary Group (APPG) on Immigration Detention. In 2020 Medical Justice was granted Core Participant status in the Brook House IRC Public Inquiry which provides what is probably the best prospect there has ever been to expose ongoing systemic failures in immigration detention.

Working closely with the Director and the Casework Manager, and line managing the Parliamentary and Research Analyst, the successful candidate will play a key role in ensuring Medical Justice has the greatest possible impact on immigration detention policy and practice.

Though the full-time Policy, Research & Parliamentary Manager post is very much preferred, Medical Justice might alternatively consider a combination of a 3 day a week Policy Manager post plus a 2 or 3 day a week Researcher post - if you would be interested in either of those part-time roles, please express your interest as soon as possible.

Medical Justice is keen to look beyond the traditional review of your qualifications and work experience to what relevant knowledge and skills you may have acquired through your life experience.

Medical Justice is committed to operating as an equal opportunities organisation. We welcome and encourage applications from refugees and other migrants, and in particular from people with lived experience of detention, to reflect the composition of our client group. We recognise the potential barriers to employment posed by race and ethnicity, disability, nationality, gender or gender identity, age, sexual orientation, religion or belief, and pregnancy or parenthood, and work to ensure that our recruitment policy takes them into consideration. Medical Justice will seek to make reasonable adjustments to the physical office environment to overcome barriers to employment caused by disability, and encourages applications from candidates with disabilities.

**How to apply** : Please email the completed application and equal opportunities monitoring forms, together with your CV, to Anthony Omar at [a.omar@medicaljustice.org.uk](mailto:a.omar@medicaljustice.org.uk) or send it in by post to 86 Durham Road, London N7 7DT. The closing date for applications is Wednesday 16<sup>th</sup> December 2020. Interviews will take place on Tuesday 22<sup>nd</sup> December 2020 date and will include a written and verbal exercise.

Thank you for your interest in working for Medical Justice, and I look forward to seeing your application.

Yours sincerely  
Emma Ginn, Director

## Job Description – Policy, Research & Parliamentary Manager

<b>Job Title</b>	<b>Policy, Research &amp; Parliamentary Manager</b>
<b>Grade / salary</b>	£33,000-36,000 pro-rata depending on experience
<b>Reports to</b>	The Director
<b>Responsible for</b>	Parliamentary & Research Analyst
<b>Job purpose</b>	Lead the Medical Justice programme of research and advocacy to secure lasting change, drawing on our evidence of the harm caused by immigration detention.
<b>Working hours</b>	Full time, though as a less preferred alternative a combination of 3 days a week Policy Manager and a 2 or 3 days a week Researcher position would be considered.
<b>Where based</b>	Working from home until the end of lockdown – thereafter in the Medical Justice office near Finsbury Park, London, with flexibility to work at home some of the time, subject to duties required and prior agreement.
<b>Length of contract</b>	2 years - renewal might be a possibility. The probation period is 6 months
<b>Holidays</b>	24 days per annum holiday, plus statutory bank holidays and 4 additional days' holiday associated with bank holidays which may be decided on by your manager (usually associated with the office closure during Christmas and New Year).

Context : Immigration detention exacerbates existing medical conditions and can be the cause of mental illness. The harm caused by immigration removal centres (IRCs) is so widespread that the only solution is to close them down. Meanwhile, we work to reform the institutions and to stand up for the rights of those incarcerated within them. Our clients include survivors of torture, rape, slavery and trafficking.

Medical Justice currently has 11 members of staff, 80 volunteer clinicians and 100 volunteer interpreters. We arrange for independent doctors to visit and assess men and women being held in immigration detention in prisons and immigration removal centres (IRCs) around the UK. We receive between 800 and 1,000 detainee referrals a year. Our clinicians assess detainees, write medico-legal reports documenting scars of torture and serious medical conditions, and challenge instances of medical mistreatment.

Medical evidence generated and encountered through our casework enables us to identify and quantify the harm caused by immigration detention policies and ongoing systemic failures. As the only charity that organises independent doctors to visit detainees, our data is unique and growing.

We use an analysis of our evidence to hold the government to account and campaign for lasting change through policy work, strategic litigation, public and parliamentary awareness raising, and mobilising medical professionals.

### Main duties and responsibilities

1. Be knowledgeable of all the mechanisms for using our evidence to effect change, including policy work, parliamentary work, media work, and strategic litigation, and how and when they interrelate.
2. Understand and keep updated on what's happening with immigration detention policy, including matters that influence it, such as the literature on health issues of detainees, key legal judgements, inquests, reports by official monitors and parliamentary committees, responses to parliamentary questions, parliamentary debates, research produced by other organisations, and information you glean from FOI requests.
3. Keep abreast of the wider political context that may influence immigration and detention policy.
4. Represent Medical Justice at external meetings and events.
  - o Participate in Home Office, NHS England and monitoring bodies' stakeholder forums.
  - o Participate in formal and informal ad-hoc NGO groupings.
5. Work both reactively and pro-actively, identify opportunities for securing change and prioritise work according to the 'return on investment'.

6. Work with the Director and the Casework Manager to ensure ;
  - o Developments that effect detention policy are shared within Medical Justice and that objectives across the organisation are coherent.
  - o Issues experienced in our casework are documented and used in our advocacy work.
  - o Our material is robust so that we maintain credibility as an organisation, vital for our advocacy work as well as for the use of our medico-legal reports in clients' individual legal cases.
7. Line-manage the Parliamentary & Research Analyst.

### **Research**

8. Consulting colleagues and lawyers to identify research projects that draw on medical evidence from our casework that would have the most impact, including carrying out research for strategic litigation and supporting such litigation.
9. Collaborate with other organisations as appropriate.
10. Conduct research and periodically feedback policy implications of the emerging findings within the team for consideration.
11. Produce analysis of research and audits, writing up into required formats, including research reports, text for inclusion in policy work, submissions, witness statements, briefing papers for parliamentarians, and media articles. A significant amount of work will be involved in the Brook House Inquiry.
12. Offer suitable material for peer review publication.
13. Contribute where appropriate to research carried out by medical professional bodies and others.
14. Contribute to the further development of the Medical Justice datasystem and its functionality

### **Policy work**

15. Carry out policy work with the Home Office, NHS England and their contractors – this may include responding to consultations, and challenging issues proactively.
16. Build relationships with the Home Office, NHS England, and monitoring bodies – make sure Medical Justice is included in all relevant consultations and alert others if they have been missed out.
17. Collaborate as much as is sensible with other organisations to get the best outcomes for detainees.

### **Parliamentary work / line-management of the Parliamentary & Research Analyst**

18. Oversee the running of the secretariat for the All Party Parliamentary Group (APPG) on Immigration Detention, raising awareness of immigration detention amongst parliamentarians and taking action.
19. Oversee the briefing of parliamentarians for challenging unjust policies, asking parliamentary questions, holding debates, opposing approval of harmful policy amendments, and tabling amendments to immigration bills.
20. Oversee input into parliamentary committees and submissions to inquires they hold.

### **General**

1. Provide analysis reports for staff and/or trustees as requested.
2. Respect and comply in full with Medical Justice patients' confidentiality requirements.
3. To work flexibly as a member of a team and the organisation and undertake other reasonable duties and responsibilities at the request of the Director.
4. To assist the smooth running of the organisation, working with other Medical Justice staff and the trustees to meet overall objectives, including strategic and operational planning, participation in periodic appraisals, and contribute to organisational development. Also, attending and assisting with relevant events as appropriate.
5. To promote Medical Justice policies including our equal opportunities and anti-discrimination policies.
6. To be self servicing, to pro-actively share relevant information and expertise within the organisation, and to keep all records, statistics and qualitative information in accordance with Medical Justice policy and practice.

## Person Specification

### Essential

1. Proven experience of securing lasting change through advocacy work.
2. Excellent policy and research skills and experience of initiating and undertaking projects and an understanding of audit and research techniques and associated ethical and legal issues.
3. Excellent and persuasive written and oral communication skills and ability to communicate to a variety of audiences including those with limited knowledge of complex issues.
4. Awareness of the conditions of immigration detention, a demonstrable interest in asylum and immigration, and a commitment to human rights, as well as an understanding of the conditions of immigration detention and the experience and medical needs of asylum seekers and refugees in the UK.
5. A good understanding of the UK political and parliamentary landscape and experience of using this to bring about change.
6. Strong analytical, problem solving, prioritisation and decision-making skills.
7. Ability to work on own initiative as well as in a team.
8. Ability to establish relationships and work in partnership with other NGOs to achieve results.
9. An ability to communicate and empathise with detainees from many different cultures.
10. Excellent computer skills, including working with databases.
11. Excellent organisational and administrative skills.
12. Experience of managing staff.
13. The ability to organise a busy workload, operating to tight deadlines.
14. Demonstrable understanding of, and commitment to, equality and diversity.
15. Degree, or equivalent experience with demonstrable knowledge of research and audit.
16. Right to work in the UK.

### Desirable

17. Experience of working with migrants and detainees
18. Knowledge of immigration detention law and policy
19. Experience of working with interpreters.
20. Knowledge of health and social care issues including the structure and running of the current NHS.
21. Awareness of the asylum determination process.
22. Experience of liaising with immigration law firms.
23. Experience in a similar role.
24. Legal training.
25. Training in a clinical discipline.

## Guidance notes for completing the application form

Please read these notes carefully. They have been written to help you make the best of your application. The decision to short-list you will be based on the information you provide on the application form. You will be required to show how you meet the requirements of the job description and person specification.

1. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
2. The person specification describes the skills, knowledge and experience which you will need in order to do this job. You should address as many of the 'essential' factors as possible within your application as this is key in making your case for being selected for interview. Examine the skills and experience being asked for and provide evidence of your suitability by giving specific examples which show that you have the necessary skills, knowledge and experience for the job.
3. If you have been out of paid employment for a period of time your job history may be less important than some other responsibilities or experience which you have had recently.
4. Do not forget skills and experience that you have gained outside full-time work.
5. Write out your application in a brief, well-organised and positive way.
6. Please keep to the word limit.

## APPLICATION FORM

Post : Policy, Research & Parliamentary Manager

CONFIDENTIAL

### Personal details

Full name	
Address for correspondence	
Email address	
Daytime telephone number	
Evening telephone number	
Mobile telephone number	

### References

Please provide the names and addresses of two referees. One should be your current employer (if any) and it would be preferable if the other were to be someone who has known you in a professional capacity. Your referees will be contacted only if you are offered the position.

<b>Name</b>	
Position	
Organisation	
Postal address	
Email address	
Telephone number	
In what capacity you know this person	
Should you be notified before this person is contacted ?	

<b>Name</b>	
Position	
Organisation	
Postal address	
Email address	
Telephone number	
In what capacity you know this person	
Should you be notified before this person is contacted ?	

Please Note : Giving incorrect information on this application form could lead to termination of employment.

### Declaration

I certify that the information given on this form is correct to the best of my knowledge. I consent to Medical Justice checking any of this information. I consent to Medical Justice contacting the referees I have put forward if I am offered the post.

Signed .....

Date .....

## 1. Education and training

Please list your educational, professional qualifications and any training or courses which you believe are relevant to the post

Dates	Course/Qualification/Training

## 2. Employment

Your last employment

Name and Address of employer	Dates of commencing and finishing	Position held and responsibilities undertaken	Reasons for leaving employment	Your latest salary

Previous employment

Name and Address of employer	Dates of commencing and finishing	Position held and responsibilities undertaken	Reasons for leaving employment

**Any other relevant experience as a volunteer or in any other capacity**

Name and address of organisation	Dates of commencing and finishing	Work undertaken	Reasons for leaving

**3. Languages** (please indicate your level of ability i.e. basic, able to converse, fluent, bilingual)

**4. Ability to take up the post**

If successful, when would you be able to start with Medical Justice?

**5. Reasons for applying for the post.**

If you wish you can continue on another page but please do not write more than 1,500 words in total for this section.

Please tell us why you are applying for the post. Describe the skills and abilities, knowledge and experience that you can bring to the post. Please make sure that within this application you explain how you fit the essential criteria in the person specification for this post.

Please briefly state your view on reforming detention in relation to ending detention, and what relationship Medical Justice could or should have with the Home Office regarding stakeholder consultations.

## Medical Justice Equal opportunities monitoring form

### **Equality of opportunity**

Medical Justice operates an equal opportunities policy. The aim of the policy is to ensure that no potential or actual employee, volunteer or user of our services is discriminated against on the basis of race and ethnicity, disability, nationality, gender or gender identity, age, sexual orientation, religion or belief, and pregnancy or parenthood.

### **Employment monitoring**

To assist Medical Justice to monitor the effectiveness of its Equal Opportunities Policy as it relates to recruitment procedures, we would be grateful if you would complete this form.

All forms will be separated from the application forms and will not be used in the selection procedure. This information will be held separately and will only be used for monitoring purposes.

**Post applied for?**

**Where did you see it advertised?**

**Date of birth?**

**Male/Female/gender non-conforming (Please circle as appropriate)**

**I would describe my ethnic origin as**

**Do you consider that you have disability? Yes/No (Circle as appropriate)**

**If yes, what is the nature of your disability?**

Please note that, if you are not shortlisted or selected, your application form will be retained for six months after the recruitment process and then destroyed.