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## Candidate Pack: Head of Clinical Evidence & Casework

This information pack contains the following:

1. Overview of the Head of Clinical Evidence & Casework Role
2. Background Information on Medical Justice
3. Job Description
4. Person Specification
5. How to Apply
6. Guidance on your application
7. Recruitment Timeline

<b>Job Title</b>	Head of Clinical Evidence & Casework
<b>Salary</b>	£47,500 – 51,500 per year with cost-of-living increases (if relevant) three times a year plus an annual increase of £500 for 5 years and 5% pension contribution.
<b>Reports to</b>	The Director.
<b>Job purpose</b>	Lead a multi-disciplinary team delivering excellent casework and, through the production of high-quality medico-legal evidence, drive lasting systemic change for those impacted by harmful health practices in immigration detention.
<b>Working hours</b>	Full time (37.5 hours per week). Flexible working patterns can be considered.
<b>Office</b>	North London, near Finsbury Park, with some flexibility for remote working.
<b>Contract type</b>	Permanent.
<b>Terms &amp; Benefits</b>	28 days per annum holiday, plus statutory bank holidays 2 wellbeing days annually Enhanced sick pay from day one Enhanced parental leave Access to one-to-one counselling sessions and group reflective sessions with a psychologist Cycle to work scheme Weekly staff lunch.

## About Medical Justice

Medical Justice works to uphold the health and associated legal rights of people in immigration detention and provides medical evidence, so the devastating health harms of detention are understood and acted on.

Medical Justice was formed following the hunger strike of a Zimbabwean man detained in Harmondsworth Immigration Removal Centre. Despite being too weak to walk, staff at the centre refused to arrange for him to be taken to hospital. A visitor to the centre contacted an independent doctor who provided a medico-legal report and evidence. Only after the High Court issued an order was the man released to hospital, on the verge of organ failure, handcuffed, on day 28 of his hunger strike. After he recovered, he and others who had been detained, the doctor, and activists came together for a campaign meeting. The group called itself Medical Justice.

We began to send more doctors into immigration removal centres, and, in 2006, we negotiated a Home Office protocol which formalised the right of those detained to have access to independent doctors. We became a registered charity in 2009.

We now have 18 members of staff and more than 75 active volunteer clinicians and interpreters. Medical Justice handles between 600 and 1,000 referrals for people in detention each year. We join the British Medical Association's call for immigration detention to be phased out and work to deliver lasting systemic change through targeted policy, research, advocacy and strategic litigation work.

The medical evidence generated through our casework and visits by independent clinicians is used to prepare briefings, papers and audited for research reports on the harm caused by immigration detention to alert key stakeholders, such as the Home Office, NHS England, medical professional bodies, parliamentarians and the courts to ongoing issues and trends.

Our credibility and effectiveness, robust and unique evidence base, alongside the expertise of our staff and volunteers means Medical Justice enjoys excellent collaboration with lawyers, other non-governmental organisations (NGOs) in the sector, medical professionals and parliamentarians.

Medical Justice has a great reputation, and these are some of our key achievements:

- We are 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 we were granted Core Participant status in the Brook House IRC Public Inquiry (BHI). Our written and oral evidence for BHI was taken from our casework, clinical evidence, research, policy work and litigation stretching back over our 18-year existence. It was uncontested and was corroborated by BHI's 2023 findings that a dangerous use of force, a wholesale failure of safeguards and a culture of dehumanisation led to 19 instances of inhuman or degrading treatment at Brook House IRC within a five-month period.

What people say about us:

- *“What Medical Justice did was absolutely remarkable. They sent two specialists to see me in Harmondsworth and they did the most amazingly thorough job documenting all my scars. Then I got my medico-legal report which was over 40 pages long. They did thorough, professional work – there is nothing more that they could have done and ultimately this work got me out of detention.”* – Medical Justice client
- *“[Medical Justice] has strong characteristics and a highly respected reputation. It is regarded as principled, expert and evidence-based, tenacious in its casework and policy work, fierce and ferocious when needed and brave in the way it speaks truth to power.”* – fellow NGO
- *“Medical Justice has an outsized impact for its size – it is highly effective and the team is absolutely terrific, which is all the more impressive in the difficult political context.”* – Medical Justice funder

## **Purpose of the role**

Casework is at the heart of everything Medical Justice does. We assist vulnerable people mistreated in immigration detention and the medical evidence we produce forms the basis of our advocacy work to secure lasting change. As Head of Clinical Evidence & Casework, you will play a key role in strengthening and developing our ability to reach more people in detention. Leading a team of Caseworkers, employed and volunteer Clinicians and Interpreters, you will oversee the development of high-quality medical evidence, facilitate access to healthcare for people in detention, and collaborate closely with our Advocacy team and external organisations to challenge and end medical mistreatment in immigration detention.

You will:

- Play a key role in the Medical Justice Senior Management Team, contributing to organisational strategy, planning and decision making.
- Lead a multi-disciplinary and diverse team to support clients in immigration detention and develop high quality medical evidence.
- Ensure consistency and quality of clinical evidence to inform high level advocacy and legal work.
- Provide direct casework for complex cases of people in detention
- Together with colleagues, apply expert knowledge of the health impacts of immigration detention in the UK, detention healthcare provision and policies as well as their systematic failings to drive systemic change.
- Lead on strategic litigation challenging harmful detention practices.

## **Main duties and responsibilities**

### **Leadership:**

1. Play a key role in the Medical Justice Senior Management Team, being established in the coming months.

2. Lead on delivering Medical Justice's organisational strategy, contribute to high-level decision making and the ongoing development of the organisation.
3. Champion Medical Justice's core policies, including equal opportunities and anti-discrimination, fostering a supportive and high-performing team culture.

### **Casework supervision and coordination:**

4. Lead on the line management of the Casework team (currently one Senior Caseworker and three Caseworkers), supporting the Senior Caseworker in managing 34 volunteer Interpreters.
5. Chair regular Casework meetings to prioritise referrals, assess capacity, review progress and troubleshoot ongoing cases.
6. Coordinate clinician visits to immigration detention sites for medico-legal assessments.
7. Oversee the pro-active sharing of expertise, accurate data management and compliance with Medical Justice policies.
8. Embed safeguarding and robust risk management as core principles in all decision-making processes within the Medical Justice Casework team.

### **Casework:**

9. Provide targeted casework support for a limited number of individual clients when required, taking the lead on complex cases.
10. Gather client information and documentation as needed and carry out comprehensive needs assessments.
11. Using your extensive knowledge of the sector, provide additional support and signposting to ensure clients can fully benefit from medical evidence produced.
12. Build and maintain effective working relationships with solicitors to secure the best possible support for clients.

### **Clinician supervision and coordination:**

13. Line manage two Clinical Advisors who oversee four Clinical Assessors, two Clinical Trainers and one Psychologist as well as supporting the wider network of 43 dedicated volunteer doctors.
14. Drive ongoing development of internal guidance on medico-legal report production and medical evidence, ensuring alignment with current policy and best practice.
15. Alongside clinicians, review medico-legal reports and other medical-legal evidence produced (shared responsibility with the Senior Caseworker) ensuring consistent high quality and usability for clients and their legal representatives.

### **Strategic litigation and advocacy:**

16. Lead Medical Justice's strategic litigation work in collaboration with colleagues.
17. Proactively identify opportunities for legal challenges to harmful detention policies leveraging Medical Justice's evidence and expertise.
18. Support the production of witness statements and instruct solicitors on behalf of Medical Justice where required.

19. Work closely with the Advocacy team to ensure the outcomes of our strategic litigation are effectively monitored, evaluated and documented.
20. Support Medical Justice's media and advocacy objectives by contributing expert evidence and insight, including identifying pertinent trends and developments, and participating in the quality assurance process for Medical Justice outputs.

### **Collaboration:**

21. Support the development of impactful training on casework, the use of medical evidence and strategic litigation designed for staff, trustees and external organisations.
22. Act as an expert on detention healthcare policies and provisions, identifying trends and developing medical evidence with external bodies.
23. When relevant, represent Medical Justice in coalitions such as the Coalition for Asylum Rights and Justice, with official monitoring bodies, medical organisations, parliamentarians and bilateral and dedicated Home Office Stakeholder groups, maintaining and enhancing Medical Justice's reputation with key stakeholders.

## **Person Specification**

### **Essential criteria:**

- Track record of playing a key role in leadership working in human rights.
- Demonstrable experience line managing staff teams.
- Extensive experience of delivering high-quality casework and managing complex caseloads.
- Deep understanding of trauma-informed working practices.
- Experience delivering successful strategic litigation.
- Robust understanding of the current political, social and legal issues relating to immigration detention and the challenges facing migrants, including refugees and people seeking asylum.
- Solid understanding of immigration law (though no legal qualification or IAA accreditation is required as Medical Justice does not provide legal advice)
- Experience of reviewing and communicating complex medical and legal information, including medico-legal reports (MLRs).
- Understanding of the medical harms of detention and the policy landscape in the UK relating to immigration detention.
- Experience developing working relationships with a variety of different stakeholders.
- Competent computer skills, including confidence working with databases and MS Office packages.
- Proven ability to manage competing priorities and maintain accuracy in a busy, high-pressure environment.
- Awareness of and ability to implement robust safeguarding principles when working with vulnerable adults, volunteers and staff teams.
- Strong commitment to equality, diversity and anti-racist principles.
- Proven commitment to supporting and advocating for the rights of migrants, refugees and people seeking asylum.

- Strong written and verbal communication skills.
- The right to work in the UK.

### **Desirable criteria:**

- Lived experience of immigration detention, hostile immigration systems and/or forced displacement.
- Experience managing caseloads specifically with clients in immigration detention.
- Understanding of using medical evidence, specifically MLRs, to challenge policy and systems.
- Experience managing high performing, multi-disciplinary staff and volunteer teams and leading strategic growth within an organisation.
- Knowledge of best practice in networking, and experience building networks within the legal and medical community.
- Proficiency in another language spoken by our clients, including but not limited to Albanian, Amharic, Arabic, Farsi, Hindi, Mandarin, Pashtu, Polish, Portuguese, Punjabi, Romanian, Sorani, Spanish, Tamil, Tigrinya, Urdu or Vietnamese.

### **How to apply:**

Please read the following instructions carefully before applying.

Applications for this role will close on Tuesday 20 January 2026 at 23:30 (GMT). We are unable to accept any late or incomplete applications. Please submit your CV and application through Charity Jobs. Search 'Medical Justice' in Charity Jobs to find the advert and link to apply.

You will be asked to submit details of your professional and voluntary experience and to complete three application questions which showcase your ability and experience to carry out this role.

We operate an anonymous shortlisting process. Prior to shortlisting, your name and personal details will be redacted, and the shortlisting panel will not have access to these details. Unfortunately, we are unable to provide feedback to applicants who are not shortlisted for this role.

### **Information sessions**

We offer informal online information sessions, through Microsoft Teams, about Medical Justice and its work, as well as an opportunity to ask questions about the role before the application deadline. The sessions will take place on **22 December 2025 at 12:30** and **9 January 2026 at 13:00**. Please note that you will not be expected to appear on camera and do not need to use your full name during this session.

To confirm a place on one of the sessions or if have any questions about this role, please email [recruitment@medicaljustice.org.uk](mailto:recruitment@medicaljustice.org.uk).

### **Value of lived experience**

Medical Justice has an organisational commitment to improving the representation of people with lived experience at all levels in the organisation, including in leadership roles. We recognise that some potential candidates who bring the voice and lived experience that we need may have had less opportunity to develop a track record in these roles. We are 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.

To reflect the composition of our client group, and in any case, we welcome and encourage applications from refugees and other migrants, and from people with lived experience of detention, which could include detention in another country, or in the UK (immigration detention in an immigration removal centre, prison or institutional asylum accommodation such as military barracks). Whilst the fact that your lived experience will be of relevance, there will be no expectation that you talk about your personal experiences.

We are a member of the Experts by Experience Employment Network (EBE), which aims to create a charitable sector led by individuals with lived experience of the asylum system. We warmly encourage applicants with lived experience to make use of the guidance and resources available on the [EBE website](#).

## **References**

We will ask for the names and contact details of at least two recent professional (workplace or academic) referees prior to making any offer of employment. We recognise that it may sometimes be difficult for refugees to safely provide references, and we are therefore happy to discuss individual circumstances with candidates in this position if they are selected for an interview.

## **Equal Opportunities**

Medical Justice is committed to operating as an equal opportunities organisation. 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.

## **AI Use**

We recognise that many people now use AI tools in their daily lives. While we would like to hear, in your own words, how you meet the person specification and about your previous experience, we understand that some applicants may use AI to help format their answers. Please do not use AI to generate the content of your application. If you choose to use it for formatting purposes, we ask that you let us know.

## **Guidance on your application**

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 in the application form. You need to show how you meet the requirements of the job description and person specification.

1. Consider making a note of the questions as you may find it helpful to draft of your answers outside the Charity Jobs portal first.
2. The person specification in the candidate pack describes the skills, knowledge and experience which you will need to do this job. You should address as many of the 'essential' criteria as possible within your application as this is key for being selected for interview. It will also be helpful if you address relevant parts of the 'desirable' criteria. We suggest you examine the skills and experience being asked for and give specific examples which show that you have them. These examples could be from your professional or personal life, inside or outside of the UK.
3. If you have been out of paid employment for some time your job history may be less important than some other responsibilities or experience which you have had recently.
4. Do not forget to include skills and experience that you have gained outside full-time work.
5. We suggest you write out your application in a brief, well-organised and positive way.

## **Recruitment timeline**

The recruitment process and timeline will be:

- Monday 22 December 2025 at 12:30 – 13:00: Information session One
- Thursday 9 January 2026 at 13:00 – 14:00: Information session Two
- Tuesday 20 January 2026: Applications will close at 23:30 (GMT/UK Time)
- Monday 9 February 2026: Applicants will be notified if they have been shortlisted
- Thursday 12 or Friday 13 February 2026: First round interviews will take place on Teams
- w/c 23 February 2026: Second round interviews will take place in-person at Medical Justice's office.

Medical Justice pays for reasonable travel expenses within the UK to and from the in-person interview.

We will endeavour to follow the above process and timetable as closely as possible but there may be changes in circumstances which mean we are not able to do so. We will advise applicants of any changes to the timetable and process.

There will be a small interview panel drawn from our staff, trustees and volunteer networks. We will provide further information about panellists to shortlisted candidates ahead of interviews taking place.



If you have any questions about the application or the role, please email [recruitment@medicaljustice.org.uk](mailto:recruitment@medicaljustice.org.uk).

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

Yours sincerely,

A handwritten signature in black ink that reads "Emma Ginn". The signature is written in a cursive style with a large initial 'E' and a trailing flourish.

Emma Ginn, Director