

Asylum Support Appeals Project Human Resources Freelance Consultant Invitation to Tender

Introduction

The Asylum Support Appeals Project (ASAP) is a small national charity of 12 staff and around 35 volunteers, that reduces homelessness and destitution amongst people who are seeking safety in the UK, by protecting their legal rights to food and shelter.

We reduce systemic barriers to accessing financial support through policy work and strategic litigation. We use evidence from our direct advice work to identify unlawful policies/practices. ASAP has a strong track record of policy change, from persuading the Home Office to fund refuge spaces for women within the asylum system and give additional nutritional payments to malnourished women and children; to strategic litigation to stop the Home Office from evicting 4000 people during the second wave of the pandemic.

We provide free legal representation and advice to destitute people who have been refused financial support/accommodation by the Home Office, and are appealing against this refusal. Without ASAP people would have to represent themselves, despite language and cultural barriers, and with little understanding of asylum support law. Last year our 35 pro bono lawyers were able to achieve housing/financial support for 77% of people we assisted. An advisor referring to our service said: *‘to know that there is someone there who cares, has empathy, non-judgemental, with the expertise to ensure that asylum seekers receive a fair and just outcome’.*

We build the capacity of the asylum support advice sector. As the go-to experts in asylum support law, we build knowledge amongst organisations helping people seeking safety in the UK, who are facing homelessness. Last year we trained over 2000 people across the UK. We run a second-tier advice line which took over 700 calls last year. We also run the Asylum Support Advice Network (ASAN), a national network of over 1300 advisors, to share best practice in asylum support: *‘Sharing knowledge, building sectoral knowledge and confidence and connections. Reducing isolation, Really valuable. I actually think it has helped with staff (my) morale at times - seeing we aren't alone, and knowing how many skilled people there are out there working for the best.’*

HR need

As a small charity, ASAP cannot afford specialist internal HR roles. We do not currently have any trustees with HR expertise. We are looking for ad-hoc HR advice, as needed, on a consultant, freelance basis.

We do not have a high level of HR needs, but when HR issues come up, it is very helpful for senior leaders to be able to discuss them confidentially with someone with HR expertise, and to receive advice on a way forward which aligns with HR best practice and employment

legislation. The level of advice required is likely to add up to no more than 1 hour per month unless there is a specific HR issue that requires more urgent attention.

Aim

To provide advice and expertise on HR issues as they emerge, in line with HR best practice and employment legislation.

Proposed approach

An ad-hoc arrangement, where the consultant is freelance, charged by the time taken.

HR consultant criteria

ASAP will use the following criteria in assessing tenders:

- a. Level of professional experience in advising on HR matters within the charity sector (ideally as an HR consultant)
- b. Level of expertise in HR best practice and knowledge of HR legislation (including upcoming changes to employment legislation)
- c. Ability to advise on HR issues in a way that is both pragmatic and ethical
- d. Evidence of values that align with ASAP's including an understanding of the importance of confidentiality
- e. Ability to provide a high quality ad-hoc service at a cost that is affordable to the organisation
- f. Experience of supporting organisations assisting people seeking asylum in the UK (desirable)
- g. Understanding of the challenges of working in the advice sector including to wellbeing of staff/volunteers (desirable)

Timeframes

We are looking for a consultant to start in Dec 2025, and continue on an ad-hoc basis.

Please note, this agreement would not prevent the consultant from taking other consultancy work, nor would it prevent ASAP from employing other HR advisors/ seeking other HR advice.

Application Process

Please submit a written proposal in word or pdf format no longer than 2 sides of A4 to Kat Lorenz: kat@asaproject.org.uk by midnight on the 14th December 2025 detailing:

- a. Your experience, referring to the key criteria above
- b. The approach you would take
- c. Costs (indicating whether VAT is chargeable in addition)
- d. Two referees

Applications will be shortlisted by the 20th December. Interviews may be held in January, to invite applicants to present their proposal to the ASAP panel.

If you have any questions or would like an informal discussion please contact:
kat@asaproject.org.uk