

## Role Description

### Refugee Legal Group Volunteer

**Reporting to:** Operations Manager

**Background:** The Refugee Legal Group (RLG) is a Google group connecting over 700 asylum and immigration legal practitioners, academics, researchers and campaigners. It provides a forum for the exchange of legal and related information and ideas on a broad range of asylum and immigration matters.

**Purpose of role:** To provide effective administrative support to the Group.

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#### Main Responsibilities of the RLG Volunteer

- Process applications to the group
- Provide technical advice and guidance to group members ensuring that all members are able to fully use the potential of the network
- Undertake reconciliation of current membership with subscription records, ensuring all subscriptions are up to date
- Provide general administrative support to the moderator of the Group

#### Hours of work

- 10–15 per week (some of which can be done off-site).

#### Essential abilities and experience

You must:

- Be able to operate a broad range of IT equipment and software applications, including Word, Access and Outlook
- Have experience of using Google Groups
- Have an aptitude for providing advice and guidance on technical matters
- Be fluent in written and spoken English
- Be resourceful and able to think creatively about the responsibilities of the role
- Be able well organised and able to work independently
- Be trustworthy and able to uphold the confidentiality of the RLG
- Have an understanding of, and demonstrable commitment to, promoting the rights of refugees and migrants

#### Desirable abilities and skills

- Personal experience of seeking asylum in the UK
- An understanding of asylum and immigration law

If you are interested in this position please submit your CV to us on [recruitment@asylumaid.org.uk](mailto:recruitment@asylumaid.org.uk)