



WOMEN'S ASYLUM NEWS VOLUNTEER ROLE DESCRIPTION

Women's Asylum News information

The Women's Project at Asylum Aid was set up as the Refugee Women's Resource Project (RWRP) at Asylum Aid in 2000 in recognition of the fact that women who have fled their homes in search of safety have particular problems and their needs and circumstances are not adequately addressed by the UK asylum system. The Women's Project at Asylum Aid aims to enable women seeking asylum in the UK to obtain protection and security, to maintain their dignity and to be treated with respect during the asylum process. Part of the Women's Project activities is the publication of a monthly newsletter – the Women's Asylum News (WAN).

The Women's Asylum News generally contains the following sections: a lead article, summaries of relevant case law, sector update, national news, international news, new publications, events and training in the UK and a Charter update. WAN's purpose is to provide a wide audience of legal practitioners, service providers, Refugee Community Organisations and others with relevant information on women seeking asylum.

The volunteer will ideally be studying or have studied a relevant topic such as human rights and/or refugee studies and have excellent writing skills. An interest in women asylum seekers and refugees in general is essential.

For further information about the Women's Asylum News, see <http://www.asylumaid.org.uk/publications.php?category=5>

For more information about the Women's Project at Asylum Aid, see http://www.asylumaid.org.uk/pages/the_projects_purpose.html

Role of Women's Asylum News Volunteer

The role of the Women's Asylum News Volunteer is to:

- Monitor and collate national and international news; publications of reports or research studies and information on training and events in the UK relevant to women asylum seekers
- Summarise in accessible and high-quality English the information listed above
- Format and ensure newsletter corresponds to required design and layout
- Undertake survey of Women's Asylum News readers if requested by supervisor
- Seek to extend subscription list
- Any other duties associated with the production and dissemination of the newsletter

Duration of Volunteer role

Asylum Aid expects that the volunteer will commit 1 day per week for a minimum of 6 months based in our office in Highbury.

Skills and experience required

Essential

- Excellent written English
- Competence in word processing with a view to formatting the newsletter
- Ability to research wide sources using the internet
- Ability to identify and gather relevant information
- Ability to summarise information succinctly and accurately
- Able to commit to 6 month minimum duration of volunteer placement
- Commitment to the rights of women seeking asylum
- Understanding of and commitment to equal opportunities

Desirable

- Personal experience of the asylum process
- Knowledge and understanding of refugee and/or women issues

Application process

Please apply by sending a CV **with** a letter (one page only) describing why your skills and experience make you suitable for this role and why you are interested in it.

Please note CVs alone will not be considered.

We are currently also recruiting for a Women's Charter volunteer. You are welcome to express an interest in both posts although we will only be recruiting one volunteer per post. Please make it clear in your accompanying letter which role(s) you are interested in.

Contact us at recruitment@asylumaid.org.uk
or Recruitment, Asylum Aid, Club Union House, 253-4 Upper Street, London, N1 1RY.

Deadline

Friday 3rd September 2010