



## **WOMEN'S CHARTER VOLUNTEER ROLE DESCRIPTION**

### **Women's Charter**

The *Charter of rights of women seeking asylum* was initiated by Asylum Aid in June 2008. It seeks to promote a culture that is sensitive to women's needs within all stages of the asylum system. It focuses on both strategic and operational aspects of the UK Border Agency's work. It has been endorsed by over 200 organisations many of which are working on particular activities to promote changes in the asylum system that would benefit women. Recent activities have involved the Every Single Woman campaign and the production of an impact report. We need a volunteer to support us in maintaining and developing the Charter's profile.

For further information about the Charter, see [www.asylumaid.org.uk/charter](http://www.asylumaid.org.uk/charter)

### **Role of Women's Charter Volunteer**

The role of the Women's Charter Volunteer is to:

- Provide administrative support for the *Charter of rights of women seeking asylum*
- Approach organisations by email to encourage them to endorse the Charter
- Maintain records using Excel spreadsheet
- Take responsibility for the Charter page in monthly Women's Asylum News
- Place and write articles about the Charter in journals/newsletters
- Deal with email correspondence relating to the Charter
- Administer membership of the Charter Google group

### **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, Outlook, Excel
- Ability to administer a Google group or willingness to learn
- 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 issues, particularly as they affect women and children
- Knowledge and understanding of voluntary sector organisations

### **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 Asylum News 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](mailto:recruitment@asylumaid.org.uk)

or Recruitment, Asylum Aid, Club Union House, 253-4 Upper Street, London, N1 1RY.

### **Deadline**

**Friday 3<sup>rd</sup> September 2010**