



KALAYAAN

justice for migrant domestic workers

Volunteer Role Description

Administration/Office Support

Position:	Volunteer Administrator
Commitment:	2 or 3 full days a week for at least 3 months
Start Date:	End September 2008

Task & Duties:

Managing the Kalayaan office systems – filing, post, notice boards, phone messages, application form racks etc

Data entry

Manage the Kalayaan “info” email address responding to, and referring issues on, as appropriate

Scope to take on more responsibility if appropriate

Training provided:

Kalayaan will provide training regarding the mission and work of Kalayaan and the tasks involved. Particular attention will be paid to when the volunteer can take responsibilities on themselves and when they should refer to Kalayaan staff.

Qualifications, Skills & Experience:

Important to show initiative and be able to identify when things could work better and implement changes

Excellent and sensitive written and oral communication skills

Experience working with vulnerable individuals

Excellent organisational skills

Experiencing managing a workload and prioritising your own work

Supervision:

Informal feedback & update with supervisor

Monthly supervision session & planning session

Limitations of post:

Volunteers should not give advice beyond their training. Volunteers may not give advice on immigration issues. Any email replies giving information on immigration issues must always be checked with a Kalayaan case worker before sending.

Notice period agreed: 4 weeks

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