



KALAYAAN
justice for migrant domestic workers

Community Engagement and Outreach Volunteer Role Description

Thank you for your interest in volunteering with Kalayaan.

Position: Community Engagement and Outreach Volunteer.

Location: Kalayaan Office, Holland Park.

Time commitment: One full day per week for a minimum of 6 months OR two full days for a minimum of 3 months, 10am until 5pm (one hour lunch break).

Responsible to: Allocated Supervisor.

About Kalayaan

Kalayaan is a small London based charity which works to provide practical advice and support to, as well as campaign with and for, the rights of migrant domestic workers in the UK. Due to the unregulated nature of domestic work, many workers are subject to abuse, control, non-payment of wages, and in the most extreme cases, human trafficking for domestic servitude.

We support domestic workers in a range of ways, and volunteers are a key part of our service. More details of our work with domestic workers can be found on Kalayaan's website: <http://www.kalayaan.org.uk/about-us/what-we-do/>.

About this role

The Community Engagement and Outreach Volunteer will work under the supervision of the Policy Officer, in engaging with community and voluntary groups, faith based groups and other support organisations which are likely to come into contact with migrant domestic workers (MDWs). The engagement will help to raise the profile of Kalayaan in the wider sector; identify new MDWs who might benefit from accessing our services; and establish referral pathways with key groups and organisations.

Typical tasks include:

- Supporting the design and implementation of a Community Engagement and Outreach strategy at Kalayaan.

- Engaging with community and voluntary groups, faith based groups and other support organisations in the London area, in order to raise the profile of Kalayaan and reach out to MDWs.
- Initiating and maintaining contact, initially by phone and email, but with the potential to attend external meetings and give presentations about Kalayaan's work.
- Developing presentations and other communication materials with support from the Policy Officer.
- Maintaining effective records of work undertaken, keeping notes accurate and up-to-date.
- Working effectively with interpreters.

What we are looking for:

- Excellent communication skills using speech, writing and any other appropriate methods.
- Confidence in communicating with a wide range of people.
- Previous experience of working in community engagement and outreach is desirable but not essential.
- An understanding of barriers to be overcome in order to reach marginalised groups at risk of exploitation and abuse.
- The ability to work under own initiative, prioritise tasks and manage workload with minimal supervision.
- Knowledge of and ability to use Microsoft Office, including Word and Excel.
- Ability to work with people from different cultural backgrounds.
- Fluency in English.
- An interest in human rights, workers' rights, migration and/or gender issues.
- Empathetic towards the situation and needs of MDWs.
- Previous experience of working with MDWs, victims of trafficking or other vulnerable groups is desirable but not essential.
- Willing to uphold the Fundamental Principles of Kalayaan and adhere to our Equal Opportunities Policy.

What we offer:

- A full induction, support and supervision throughout your volunteering period.
- In house training related to the role.
- Valuable exposure to the work of Kalayaan.
- Opportunity to be part of the UK's leading organisation working with MDWs to improve their access to human rights and justice in the UK.
- Reimbursement of reasonable expenses.

Limitations of post

Immigration advice and services are regulated under the provisions of the Immigration and Asylum Act 1999. It is a criminal offence to provide immigration advice or services unless a person is regulated by the Office of the Immigration Services Commissioner or other designated professional body. Under no circumstances should volunteers discuss immigration matters with clients. Wherever volunteers are approached by clients looking for immigration advice they should refer them to Kalayaan staff.

Volunteer roles are unpaid, but we can reimburse volunteers for travel costs (public transport) within London, and lunch expenses if volunteering for a full day.

Unfortunately Kalayaan does not have a budget to pay for external training for volunteers.

To apply

Please send your CV and Covering Letter (maximum length 1 side of A4 please) to avril@kalayaan.org.uk.

In your Covering Letter please explain how you meet the requirements, and why you are specifically interested in volunteering with Kalayaan. Please include the contact details of two referees that we may contact if you are successful. Please note that Kalayaan will not contact referees without prior consent from the applicant.

Please call Avril on 0207 243 2942 for further details.