



# KALAYAAN

## Volunteer Community Engagement Assistant

Job advert

*Thank you for your interest in volunteering with Kalayaan.*

**Position:** Volunteer Community Engagement Assistant (Weekday)

**Location:** Kalayaan, 13 Hippodrome Place, London W11 4SF. This is not a remote position.

**Time commitment:** A minimum commitment of one full weekday per week for 6 months (10:00 AM–5:00 PM, including a one-hour lunch break). Volunteers may also choose to support one or two Sunday community events per month for a minimum of 6 months (11:00 AM–5:00 PM, including a 20 to 30-minute lunch break).

**Application period:** The application period will close on Monday 6<sup>th</sup> July 2026 at 23:00 BST.

**Application process:** Applicants meeting the requirements will be invited to interview in person with a panel of Kalayaan staff members. These competency-based interviews will take place on a rolling basis across the month of June and July.

**Start date:** As soon as possible, and as agreed with the successful candidate.

**Reporting to:** Community Engagement Lead.

### About Kalayaan

Kalayaan is a London-based human rights charity that works to provide practical advice and support to, and to campaign with and for the rights of migrant domestic workers in the UK. Due to the under-regulated nature of domestic work and the very restrictive Overseas Domestic Worker (ODW) visa, many workers are subject to abuse, control, non-payment of wages, and in the most extreme cases, human trafficking for domestic servitude.

Through our Community Engagement Programme (CEP), we create trusted spaces where migrant domestic workers can access information, build community, strengthen wellbeing, develop practical skills, and participate in advocacy and leadership opportunities.

## About this role

As a Volunteer Community Engagement Assistant, you will support the Community Engagement Lead in the facilitation of the Community Engagement Programme. Your work will ensure that Kalayaan's clients feel empowered through knowledge acquisition, community-building and advocating for change. You will help bring people together through events, workshops, and community sessions while gaining hands-on experience in:

- community engagement and facilitation
- project and event coordination
- stakeholder communication
- monitoring, evaluation and learning (MEL)
- advocacy and campaigning
- grassroots movement-building within the human rights sector

This role is ideal for someone interested in human rights, migration, gender justice, community psychology, public policy, social impact, NGO work, communications, or project management.

## Typical tasks include

- Supporting the planning, coordination, and delivery of community events, community IT classes, information workshops, focus groups, advocacy activities, and engagement sessions.
  - Assisting with registration and outreach for workshops and Community Engagement Programme activities.
  - Liaising with facilitators, volunteers, and external partners to support smooth communication and collaboration.
  - Supporting the creation of workshop materials and feedback forms, surveys, and participant engagement activities using tools such as Mentimeter, Microsoft Forms, and Excel.
  - Assisting with monitoring, evaluation, and learning (MEL) activities, including community feedback analysis and impact reporting.
  - Supporting advocacy trainings and public-facing events alongside the Community Engagement Lead and Policy & Campaigns team, while ensuring safeguarding and confidentiality for service users.
  - Assisting with community communications and engagement, including WhatsApp coordination, signposting, reminders, and participant support.
- If volunteering on Sundays too:*
- Supporting the smooth delivery of community workshops, IT classes, wellbeing sessions, advocacy activities, and community events.
  - Welcoming clients and assisting with event logistics including registration, attendance, seating arrangements, workshop materials, room set-up and refreshments.
  - Supporting the documentation of events through photography, content collection, and capturing community activities, while ensuring client consent and safeguarding procedures are followed at all times.
  - Assisting with collecting participant feedback during and after sessions through conversations, surveys, Mentimeter polls, feedback forms, and community check-ins

- Working alongside the community engagement lead and event volunteers during workshops, creative sessions, and public engagement activities.
- Supporting external visits, public events, and advocacy activities where required.

### **What You Will Gain**

- Hands-on experience within a leading migrant rights and anti-trafficking organisation.
- Practical experience in project coordination, community engagement, and event management.
- Exposure to advocacy, campaigning, and movement-building work and experience supporting monitoring, evaluation, and impact measurement in the non-profit sector.
- Opportunities to develop communication, facilitation, teamwork, and organisational skills.
- Insight into policy, human rights, migration, safeguarding, and grassroots advocacy work.
- Mentorship and learning opportunities within a dynamic community engagement programme.

### **What we are looking for**

- Reliable, organised, and able to manage tasks effectively.
- Comfortable working both independently and collaboratively as part of a team.
- Proactive, resourceful, and willing to take initiative.
- Strong communication and interpersonal skills.
- Empathetic, respectful, and sensitive to the experiences of migrant domestic workers and survivors of exploitation.
- Experience working with migrants, community groups, or vulnerable populations is desirable but not essential.
- Confidence in supporting people who speak English as a second language.
- Computer literacy and willingness to learn digital tools including Microsoft Office, Excel, Canva, Mentimeter, and online communication platforms.
- An openness to learning, reflecting, and contributing within a collaborative and community-led environment.

### **What we offer**

- Opportunity to be part of the UK's leading organisation working with migrant domestic workers to improve their access to human rights and justice in the UK.
- Opportunity to help transform the lives of vulnerable migrant workers trapped in servitude.
- Opportunity to gain hands-on experience in organising community engagement, campaigning, and facilitation.
- Opportunity to build skills in communications, project planning, and leadership.
- Experience and insight that will be useful in furthering a career in the areas of human rights, migrant rights, women's rights or in the charitable sector more generally.
- In-house training related to the role.
- Reimbursement of travel within London (TfL zones 1 to 6) and reasonable expenses.

## **Limitations of the post**

Volunteer roles are unpaid, but we can reimburse volunteers for travel costs (public transport) within London (TfL zones 1 to 6), and lunch expenses up to £8 if volunteering for a full day.

Unfortunately, Kalayaan cannot sponsor volunteers, and all applicants must demonstrate that they have the right to work in the United Kingdom.

## **To apply**

Please send your CV and Covering Letter (maximum length 1 side of A4 please) to [info@kalayaan.org.uk](mailto:info@kalayaan.org.uk) by 23:00 BST on Monday 6<sup>th</sup> July 2026.

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 professional or academic referees that we may contact if you are successful. Please note that Kalayaan will not contact referees without prior consent from the applicant.

If you are invited to an interview, we will ask you to send evidence of your right to work in the United Kingdom (e.g. a scan of your passport or of the relevant visa).

Kalayaan will arrange and fund DBS checks for successful applicants.

Please call 020 7243 2942 for further details.

## **Equal opportunities statement**

Kalayaan is committed to providing equal opportunity to everyone wishing to apply for this role. Please let us know if you require any reasonable adjustments to submit an application. If you are invited to an interview, and also if you are offered the role, we will invite you to let us know of any reasonable adjustments you will need Kalayaan to make to help you perform the interview and the job.