



KALAYAAN

justice for migrant domestic workers

Volunteer Administrative Assistant

Job advert

Thank you for your interest in volunteering with Kalayaan.

Position: Volunteer Administrative Assistant.

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

Time commitment: Two half-days per week, on weekdays, for a minimum of 6 months. Applicants who can only commit to one half day a week or one full day a week are also invited to apply.

Application period: The application period will close on Thursday 25 September 2025 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 across the month of September, with the final set of interviews being in the week commencing on Monday 29 September 2025.

Start date: Week commencing on Monday 6 October 2025, with a one-off mandatory induction day on Sunday 5 October 2025.

Reporting to: Operations Manager.

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.

Kalayaan is the legal expert on issues faced by migrant domestic worker in the UK, and it is a well-established and respected advocate for the rights of migrant domestic workers.

Our staff members work hard to promote and defend the rights of our clients and so we rely on the support of those managing operations to ensure the organisation runs smoothly. With limited overheads, Kalayaan's operations capabilities are stretched and may require staff members to perform administrative and receptionist tasks instead of focusing on their client work.

About this role

The Volunteer Administrative Assistant will support Kalayaan's Operations Manager to ensure that the office is running smoothly and is well equipped. The role includes aspects of administrative support as well as the responsibility of receiving visitors and calls. The contribution of the Volunteer Administrative Assistant will help Kalayaan become even more inviting to clients and visitors, and will provide much-needed administrative support to Kalayaan's staff members.

Typical tasks include

- Taking phone calls and welcoming visitors to the office, referring them to the appropriate staff member, and making them feel valued and heard.
- Contributing to the helpful and welcoming atmosphere of the office, by updating the information boards in the reception area, and creating a tidy and appealing space for clients and staff members.
- Performing light administrative tasks such as monitoring office supplies, sorting through correspondence received by Kalayaan and its clients, and assisting the Operations Manager with other administrative tasks as required, and with tasks based on the volunteer's own skill sets.

What we offer

- Opportunity to be part of the UK's leading organisation working with migrant domestic workers to advocate for their human rights and access to justice in the UK.
- The opportunity to help transform the lives of vulnerable migrant workers trapped in servitude.
- Experience and insight in the areas of human rights, migrant rights, women's rights or charitable work.

- Reimbursement of travel within London (zones 1 to 6) and reasonable expenses.
- A full induction day to learn about the breadth of work done at Kalayaan, support and supervision throughout your volunteering period.
- In-house training related to the role.
- Valuable exposure to the work of Kalayaan.

What we are looking for

- Good communication, listening and diplomacy skills.
- Interest in the work of Kalayaan and a desire to further the goals of the charity.
- Reliable and well organised with ability to prioritise their workload appropriately.
- Ability to work resourcefully and as part of a team.
- Ability to take initiative and be autonomous and self-sufficient.
- Fluency in English.
- An interest in human rights, workers' rights, migration and/or gender issues.
- Empathy with the needs of migrant domestic workers.
- Basic computer literacy including experience sending and receiving emails and searching for information on the internet.

Limitations of the post

Volunteer roles are unpaid, but we can reimburse volunteers for travel costs (public transport) within London (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 by 23:00 BST on Thursday 25 September.

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.

The option is available for a volunteer to perform two volunteer roles, either part-time during their one full-day commitment, or across two days each week (part-time or full-time). If you wish to apply for two volunteer roles, please highlight this in your application, clarify whether you wish to do both roles or just one, and state if you wish to commit to one day a week or two.

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.