



## **Volunteer Community Engagement Assistant**

Job advert

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

**Position:** Volunteer Community Engagement Assistant.

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

**Time commitment:** Two Sundays a month (and one or two additional workdays per month is desirable) for a minimum of 6 months, 11am until 5pm (including a 20- to 30-minute lunch break). Applicants who can only commit to one Sunday per month may also 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:** 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.

As part of the services we provide to our clients, we offer opportunities for community-building, additional information sessions, and tools for self-advocacy to ensure dignity and enforcement of rights for domestic workers. These services form part of our Community Engagement Project.

### **About this role**

As a Volunteer Community Engagement Assistant, you will support the Community Engagement Lead in the facilitation of the Community Engagement Project. 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. You will assist with our client campaign and media groups, and contribute to creative solutions that reduce barriers to participation.

### **Typical tasks include**

- Supporting the planning, preparation, and delivery of community events, workshops, focus groups, and engagement sessions.
- Working alongside the service user campaign and advocacy groups, helping to facilitate small-group activities and wider discussions.
- Accompanying and assisting groups at external venues, ensuring accessibility and enabling full participation.
- Welcoming and taking the register for clients attending our events.

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

- Personable and welcoming with excellent communication, listening and diplomacy skills.
- Reliable and well organised with ability to prioritise their workload appropriately.
- Ability to work resourcefully and as part of a team, and ability to take initiative and find solutions.
- Personally resilient as you may need to deal with difficult or challenging situations.
- Ability to work with colleagues and clients from different cultural backgrounds.
- Previous experience of working with vulnerable groups is desirable but not essential.

- Experience of working with migrants of different immigration statuses is desirable but not essential.
- Fluency in English.
- Confident and creative in interacting with people who speak English as a second language.
- An interest in human rights, workers' rights, migration and/or gender issues.
- Empathetic towards the situation and needs of migrant domestic workers.
- Computer literacy with experience using – or capacity to learn to use – the Microsoft Office suite.

### **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 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.
- 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.
- Reimbursement of travel within London (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 (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 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. If you wish to be a Volunteer Community Engagement Assistant (VCEA) in addition to another volunteer role, you must still commit to the VCEA role for a minimum of two Sundays per month, with an additional half day or full day during the week for the other volunteer role. If you wish to apply to perform two volunteer roles, please highlight this in your application.

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.