



Volunteer Policy Assistant

Job advert

Thank you for your interest in volunteering with Kalayaan.

Position: Volunteer Policy Assistant.

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

Time commitment: One full workday per week for a minimum of 6 months, 10am until 5pm (including a one-hour lunch break); or if two successful applicants offer to work part-time, then a half workday (3 hours) per week (not including a lunch break).

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: M&E 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 a well-established and respected advocate for the right of migrant domestic workers, and we are often consulted by the Government and Parliament on issues concerning the ODW visa and the experience of survivors of domestic servitude. Kalayaan is also an active member of the Anti-Trafficking Monitoring Group (ATMG) and the Labour Exploitation Advisory Group (LEAG), and we are called upon by the sector to provide expertise on the issue of migrant domestic workers and domestic servitude.

About this role

The Volunteer Policy Assistant will support Kalayaan's Policy Officers and CEO in our campaigns and policy work. This is a busy time for policy work: the Labour Government is focusing its attention on immigration amid very negative rhetoric surrounding migration to the UK, and so Kalayaan needs to remain attentive and engaged in possible changes in the law and policy that would affect migrant domestic workers and survivors of human trafficking and modern slavery.

In this role, you will help Kalayaan's policy team stay abreast of current affairs, you will research and collate evidence to support our campaigns and advocacy, and you will help draw attention and support to Kalayaan's work and campaigns.

Typical tasks include

- Research tasks such as researching statements made by politicians on topics to determine their position on an issue and assess the likelihood of their supporting Kalayaan's campaigns.
- Tracking the issues concerning Kalayaan's clients (changes to immigration rules, changes to the National Referral Mechanism, comments on these by influential policymakers, etc.) in the press and social media.
- Drafting social media posts to promote Kalayaan's campaigns and policy work.
- Supporting Kalayaan staff members in gathering data and evidence for reports or ahead of a meeting with a policymaker or a Parliamentary Committee.

What we are looking for

- Excellent communication, listening and diplomacy skills. Ability to marshal persuasive language.
- Reliable and well organised with ability to prioritise their workload appropriately.
- Ability to work resourcefully and as part of a team.

- An interest in and understanding of the British political system.
- Experience of and an aptitude for social media campaigns is desirable.
- Fluency in English
- 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 work on grassroots campaigns defending the rights of a vulnerable group.
- Opportunity to gain experience of policy work, campaigns and advocacy, working alongside experienced policy professionals. This experience can help build a career in policy and advocacy.
- 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.
- Opportunity to help transform the lives of vulnerable migrant workers trapped in servitude.
- 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.

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.