**Volunteer Admin & Casework Assistant**

**Bristol Refugee Rights**

**Bristol Refugee Rights was set up as a voluntary organisation in 2006 to uphold and champion the human rights of asylum seekers and refugees.**

We provide a place of welcome in Bristol where asylum seekers and refugees can meet and be supported to play a full part in the life of the wider community and also campaign for the human rights of refugees and asylum seekers.

**What do we do?**

Our Advocacy and Information Desk (AID Team) is one of our key projects and is a vital part of the support and solidarity we offer our members.

The UK asylum process is complex and people often find themselves very stuck in difficult situations, not sure what to do and who to ask.

The AID Team provide information to people going through the asylum process, inform them of their options, support them to access their rights and make referrals to other organisations. We provide advocacy but not legal advice.

Have a look at our website to find out more about us –

<http://www.bristolrefugeerights.org/how-we-help/aid/>

**Volunteer Admin and Casework Assistant**

As a Volunteer Admin and Casework Assistant you will provide administrative and practical support to Case Workers in the AID Team. This will include some data entry and general administrative work as well as helping out with advocacy follow up work and research into local and national services.

**We are looking for someone who:**

* Welcomes the opportunity to work as part of a diverse volunteer team at BRR
* Can stay calm under pressure and is emotionally resilient
* Is helpful, patient and has a positive approach to resolving problems
* Has strong interpersonal skills
* Has good IT skills and can record their work clearly.
* Shares a commitment to BRR’s ethos and values and recognises the importance of working within our policies and procedures

**Volunteers need to be:**

* Knowledgable or willing to learn about the systems and challenges that asylum seekers face
* Able to respect limits to their role and appropriate boundaries
* Willing to record their work clearly and work with good attention to detail
* Available on Fridays between 9.30am and 4pm
* Able to make a 1 year commitment to the role
* Committed to attending training and occasional meetings
* Willing to complete an enhanced DBS check

**Volunteers will get from this role:**

* Experience of working within a local charity
* Knowledge of other services that exist to support ASR’s in Bristol
* A rewarding experience of working with people in extremely difficult circumstances

**What we provide:**

* An induction and ongoing relevant training for your role.
* Regular volunteer meetings and support.
* References after a suitable period of volunteering experience
* Training in the UK Asylum process, local and national support agencies, advocacy skills plus other informal training opportunities
* Expenses payments for costs incurred whilst volunteering

**Some important dates:**

The deadline for applications is 5pm on Sunday 18th of Feb.

We will carry out interviews over the week of Feb 26th to March 2nd.

Successful candidates will need to attend induction and training all day on March 8th and on the morning of March 9th.

Please ensure that you are available for the induction before you apply.

If you are not available for these dates, we will be recruiting again later in the year. You can complete an online form at…

<http://www.bristolrefugeerights.org/volunteers/volunteer-with-bristol-refugee-rights/>

and we can then let you know when our next recruitment is happening closer to the date.

**Working one-to-one in sensitive environments – Convictions and Disclosure**

Due to the one-to-one working, the sensitivity of issues discussed and the potential vulnerability of BRR members, all Advocacy and Information volunteers will be required to complete an enhanced DBS check.

BRR will request information about any unspent convictions. The disclosure of convictions will not automatically lead to the withdrawal of an offer of volunteering as the relevance and timing of convictions will be considered. The information would be seen by the Volunteer Manager and Trustees only.