



## Monitoring and Evaluation Volunteer

Bristol Refugee Rights supports asylum seekers and refugees in Bristol. We are looking for a volunteer to support us in a Monitoring and Evaluation role. If you are dynamic and highly motivated with a passion for the asylum sector, then this could be the role for you!

The Monitoring and Evaluation Volunteer, will support us in collecting data on our services, which will then help us to improve our services so that we can continue the life changing work we do in Bristol. Applicants with lived experience of the asylum system and knowledge of other languages relevant to the asylum sector (e.g. Arabic, Farsi, Pashto) are particularly welcome as well as applicants with prior experience and/or knowledge of conducting qualitative and quantitative research.

### The Monitoring and Evaluation volunteer will be responsible for:

- Conducting BRR's annual member (service user) survey on the phone and in person. Supporting other volunteers in conducting the survey with members.
- Supporting the Monitoring and Evaluation lead in analysing the survey data, creating graphs and summarising research results in reports.
- Contributing to the development of impact data through supporting the monitoring and evaluation lead in the arrangement and holding of focus groups with BRR service users.
- Supporting the monitoring and evaluation lead in developing case studies by reaching out to individual BRR members (service users) and learning about their experiences through active listening.
- Supporting the rest of the team with ad-hoc tasks.

### We are looking for someone who:

- has excellent communication skills and is interested in engaging with service users and conducting surveys and interviews with them
- has good IT skills understanding of Excel and Google Forms
- has good writing skills and a good level of written English, knowledge of another language relevant to the asylum sector (e.g. Arabic, Farsi, Pashto) to a good degree of fluency is an advantage
- is good at working independently with final oversight from managers
- has good attention to detail
- understands the importance of boundaries and is able to work within BRR's boundaries and safeguarding policies
- understands confidentiality and how to deal with sensitive information

### Volunteers need to be:

- Able to volunteer 5 hours per week from our premises at Wellspring Settlement, (ideally switching between Wednesday and Thursday 10.00am – 3.00pm so that surveys can be conducted in different settings at BRR)
- Be able to make a minimum commitment of six months
- Able to attend the compulsory training on **Wednesday 22<sup>nd</sup> April 2026 or Thursday 23<sup>rd</sup> April 2026 from 9.30am - 2.30pm.**

- Committed to attending ongoing role specific training, supervision and occasional meetings

**Volunteers will get from this role:**

- Experience in conducting qualitative and quantitative research including focus groups, interviews and surveys
- The opportunity to play a part in a vibrant and supportive community
- Knowledge of how charities monitor and evaluate their work and demonstrate their impact
- Office experience of working in a charity environment

**What we provide:**

- An induction and ongoing relevant training for your role.
- Full training and an opportunity to shadow someone who has been doing the role
- Ongoing support
- References after a suitable period of volunteering experience
- Expenses payments for costs incurred whilst volunteering

Many of our members are in extremely vulnerable situations because of their immigration status, trauma and other factors. Because of this we must take a cautionary approach to ensuring that the people working with them (both volunteers and staff members) are appropriate and safe.

All volunteer roles at BRR are, therefore, subject to both references, and a DBS check.

For more information, please contact Risper Gikonyo - Volunteer Coordinator  
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