

<b>Role:</b>	<b>Office Volunteer</b>
<b>Responsible To:</b>	<b>Duty Scheme Coordinator</b>
<b>Location:</b>	<b>Studio 11/12, Container City Building, 48 Trinity Buoy Wharf, London, E14 0FN</b>
<b>Time Commitment:</b>	<b>1 – 3 days per week for a minimum of 4 months</b>

### **About ASAP and the Duty Scheme**

ASAP is a small national charity which aims to reduce destitution amongst asylum seekers by protecting their legal rights to food and shelter. We do this in three key ways:

- Operating a full-time duty representative scheme at the First-Tier Tribunal (Asylum Support);
- Operating a second tier Advice Line and providing training on asylum support law for refugee organisations, advice agencies, and legal practitioners; and
- Engaging in advocacy, policy and litigation work based on evidence gathered at the Tribunal.

Our Duty Scheme provides free legal advice and representation to asylum seekers at the Tribunal appealing against the Home Office's decision to refuse or withdraw accommodation and subsistence support. This involves the operation of a daily rota at the Tribunal staffed by ASAP's legal advisers, solicitor and our Duty Scheme volunteer Advocates, a dedicated team of around 35 barristers and solicitors who give their time for free. Every year, the Duty Scheme assists around 700 asylum seekers at the Tribunal.

ASAP is a small and dynamic organisation with a considerable reputation in the asylum sector. Our staff members and pro bono Duty Scheme Advocates have many years of experience. You need to be organised, motivated and committed to promoting the rights of asylum seekers.

### **Purpose of the Post**

- To provide administrative support to the Duty Scheme.
- To contribute to effective monitoring and reporting of the Duty Scheme.
- To promote ASAP's work.
- Other administrative tasks, as required.

## **What we can offer you:**

- An opportunity to contribute to the work of ASAP as well as develop work-based skills and experience.
- Opportunity to attend ASAP training courses, including on asylum support law.
- Opportunity to observe hearings at the Tribunal.
- Supervision and regular feedback on your work.
- ASAP's commitment to Equal Opportunities Policy.
- Lunch and travel expenses.

## **Volunteer Role**

### **Core work**

1. Assisting with the administration of case files, including database entry, document compliance, filing and archiving.
2. Management of data from ASAP's Duty Scheme, referral service and second-tier Advice Service.

### **Duty Scheme**

1. Regular maintenance of ASAP's office at the Tribunal including collection of client documents, updating legal resources, stocking Duty Scheme forms.
2. Provision of administrative support to Duty Scheme Advocates ensuring they have access to case bundles at the Tribunal as required.
3. Filing appeal decisions and forwarding them to Duty Scheme advocates.
4. Inputting and updating daily appeal hearing data onto a spreadsheet.
5. Liaising with Tribunal ushers.
6. Liaising with solicitors' firms and voluntary sector referral agencies.

### **Asylum Support Advice Network (ASAN)**

1. Assist the Duty Scheme Coordinator in organising ASAN meetings.
2. Taking minutes at ASAN meetings.

### **Promoting ASAP's work**

1. Contribute to ASAP's website and Twitter account.
2. Assist at events.

### **General**

1. All activities carried out will be in the best interest of asylum-seekers and refugees and in accordance with Equal Opportunities.
2. It will be expected that all volunteers will uphold the ethos and protect the good name of ASAP.

The role does not involve giving advice.

August 2017

## **Requirements for this volunteering position**

### **Essential**

1. Experience of administration and excellent organisational skills.
2. Ability to multi-task.
3. Polite and professional manner.
4. IT literacy and experience of using databases, word, excel, outlook and internet explorer.
5. Excellent spoken and written English.
6. Commitment to defending the rights of asylum seekers, in particular ending the destitution of asylum seekers.
7. Ability to work well as part of a small team.
8. Commitment to equal opportunities and anti-discriminatory practices.

### **Desirable:**

1. Experience of working with vulnerable client groups.
2. Insight into the needs of refugees and asylum seekers.
3. Experience of using social media.

### **How to apply**

If you have any questions about the role please contact the Duty Scheme Coordinator  
Lilly: [Lilly@asaproject.org.uk](mailto:Lilly@asaproject.org.uk) / 0203 716 0284 ext 204.

If you wish to apply for this role please send your CV and a covering letter outlining your motivation and suitability for the role to Lilly Barritt **before 4<sup>th</sup> September 2017.**