



Administrative Support Volunteer role

Time commitment	One day per week (Monday to Friday) from 9:30 am to 5:30 pm
Period commitment	6 months
Link Worker	Finance and Admin officer.
Location	LAWA's Offices in Hackney, London

About LAWA

Latin American Women's Aid (LAWA) is a community-based organisation led by and for Latin American women and children in London, working to end violence against women and girls (VAWG) since 1987.

We provide a range of different supporting services: we manage the only refuge accommodations for Latin American women and children in the UK and Europe. Likewise, we run a VAWG Advice Centre to provide support and advocacy for Black and Ethnic Minoritised survivors.

In addition to this, we offer crèche, English classes, counselling, a Change Maker empowerment programme, a housing policy project (WAHA) and children and young people's services.

Our mission is to work together with Latin American and other BME women and children to end violence and achieve self-determination.

Volunteer role description

The Administrative Support Volunteer will work hand in hand with the Finance and Administration Officer to provide support on the various projects requested. This is an exciting opportunity to help LAWA's administration department keep the organisation running smoothly.

Volunteers must be mindful that although this role facilitates face-to-face interactive work, it does not facilitate lone work and volunteers' performance and tasks are always supervised by their link worker.

This volunteer role is subject to an enhanced criminal record (DBS) check paid for by LAWA.

Tasks and Responsibilities

- To attend a one-day induction, which is mandatory to start volunteering.
- To carry out all assigned trainings at Atlas Citation (within the first month).
- To assist the link worker with the archiving project.
- To assist the link worker to maintain the general office organisation.
- To assist the link worker with making calls to providers if required.
- To assist the link worker with general admin support.
- To assist the link worker with the development and creation of an event project.
- To attend the mid-term supervision with the Volunteer Coordinator.

Standard practice:

- To work within the confines of confidentiality, ensure that professional boundaries are always maintained when working with service users, staff and external bodies, and work within LAWA's Code of Conduct.
- To ensure that the security of sensitive information is maintained.
- To work within and implement all LAWA's policies and procedures, especially those on Safeguarding, Confidentiality, Individual Support, User Involvement, and Health and Safety.

Person specification

- Fluency in Spanish and English.
- Come from a Latin American or BME background.
- Possess the ability to handle difficult situations and go through sensitive data.
- Have a non-judgemental attitude.
- Be able to empathise with people.
- Have good listening skills.

- Have a proactive attitude/ability to take her own initiative.

Benefits of volunteering at LAWA

- Gain experience and be involved in various aspects of third-sector service provision.
- Learn about gender, intersectionality, and women's issues, through day-to-day work and training opportunities.
- Develop bonds and integrate with fellow Latin American and other ethnic minoritised women in the UK.
- Increase your professional experience and enhance your CV.
- Access to community events and social engagements, both organised by LAWA or enabled through LAWA's facilitation.
- Food and travel allowance (within a limited budget).

LAWA's volunteer programme is open **exclusively** to Latin American and other Black and Minoritised Ethnic Women. We encourage applications from Black Latin American women as well as LGBTQ+ women.