



Communications volunteer

Time commitment	One day per week (Monday to Friday) from 9:30 am to 5:30 pm
Period commitment	6 months
Link Worker	Communications Officer
Location	Hybrid

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 Minoritised Ethnic 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 Communications Volunteer uses her passion and expertise in developing social media content to promote LAWA's work. She helps us reach out to women and inform them of LAWA's workshops, events, and activities through social media platforms. Likewise, she supports us in seeking new and creative ways to engage certain groups within the Latin American community to ensure that our services can reach those most in need.

Volunteers must be mindful that their 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

Within the first month:

- To attend a one-day induction, which is mandatory to start volunteering.
- To carry out all assigned trainings at Atlas Citation.
- To attend Lamplight training, carried out by the LAWA Development Officer.

From the second month ahead:

- To create content for LAWA social media platforms. This requires working collaboratively with different members of staff.
- To update workshops and events on LAWA social media platforms.
- To keep up to date on current events that we might want to affiliate ourselves with and liaise with the Community Engagement coordinator and volunteer.
- To attend the mid-term supervision with the Volunteer Coordinator. It takes place in the third month of the placement.

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

- Excellent written and spoken communication skills both in English (advanced) and Spanish or Portuguese (advanced).
- Come from a Latin American or BME background.
- Have a solid knowledge of social media and content development for different platforms.
- Ability to think creatively when sharing content.

- Attention to detail and methodical approach to accurately communicate all relevant information.
- Able to work collaboratively with staff members.
- Have a proactive attitude/ability to take her own initiative.
- Be committed to guaranteeing and defending women's rights.
- Have consideration of how her actions directly affect LAWA.
- Have an active interest in the community and be passionate about community engagement.

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.