Training Administration Volunteer

Time commitment: 1 day a week for 4-6 months

Reports to: Volunteer and Training Coordinator

About the Helen Bamber Foundation Group

The Helen Bamber Foundation (HBF) is a human rights charity based in London which was founded in 2005. Our specialist team of therapists, doctors and legal experts have an international reputation for providing therapeutic care, medical consultation, legal protection and practical support to survivors of human rights violations.

HBF grew from the recognition that people who have suffered prolonged inter-personal violence – whether from human trafficking; war; community, domestic or gender-based violence – present with similar physical and psychological symptoms to torture survivors and experience the same complex and enduring responses to their trauma.

We offer our clients a Model of Integrated Care, providing legal, medical, psychological and welfare support, as well as an Integration Programme which includes arts-based groups, and skills-based classes such as English and IT. Through this, we help our clients to develop a sustained recovery from extreme trauma.

About the role

We are seeking an enthusiastic volunteer to provide administrative assistance for our Training Development Project. This will involve collating and organising current training and onboarding resources, liaising with various staff members to identify gaps, and formatting and writing up the new training material. You will be organised and able to work independently, with solid copywriting and/or administrative experience. Experience in the refugee and asylum sector is beneficial but not essential.

Main tasks and activities

* Writing up, editing and proofreading training content
* Supporting the organisation and structuring of materials and documentation
* Formatting training materials and supporting in the production of an e-manual
* Liasing with and supporting staff across the organisation with general training material administration
* Taking and writing up minutes in training meetings
* Other administrative tasks as required

Skills and experience needed

* Experience in proofreading, copy writing, editing or administration in a professional or voluntary capacity;
* Excellent organisational skills;
* Ability to work on tasks independently, with a good sense of initiative;
* Excellent interpersonal and communication skills with a high standard of written English;
* Computer literate with experience of Microsoft packages;
* High attention to detail and accuracy;
* Punctual, reliable and self-motivated with a positive, ’can-do’ attitude;
* Ability to multi-task and prioritise tasks within a time-pressured environment;
* Understanding of, and commitment to, the objectives of the Helen Bamber Foundation.

What you will get out of the role:

* A better understanding of asylum seeker and refugee processes in the UK;
* Stronger administrative skills;
* An ability to multi-task between competing priorities;
* Experience of working with a multi-disciplinary team in a Human Rights charity;
* Ability to process large amounts of data and prioritise or categorise it;

Equal Opportunities

The Helen Bamber Foundation and Asylum Aid is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. **We particularly welcome applications from those with BAME backgrounds.**

**Please note that successful candidates will be offered the volunteer position subject to a Basic DBS check.**

**Due to capacity constraints, we will only contact applicants who we wish to invite to interview.**