



## **ADVICE LINE VOLUNTEER LAWYERS**

Volunteer lawyers play a vital role at Rights of Women.

Our free telephone advice lines have provided many thousands of women with legal advice and information on a wide range of legal issues. They provide a safe space for women to talk about their situation and receive expert legal advice to enable them to make important decisions about their future. The advice lines are staffed by our legal officers and volunteer barristers and solicitors.

We are currently seeking qualified, female solicitor, barrister and qualified legal executive volunteers to provide legal advice on our family law or immigration and asylum law advice lines. Details of how to apply are below.

### **Why volunteer for Rights of Women?**

We receive lots of positive feedback from our volunteers. Check our website for quotes from current volunteers.

All advice line volunteers are invited to our yearly CPD accredited volunteer events. The events provide volunteers with an opportunity to network and hear from a variety of speakers on topical issues. Speakers at previous events include Baroness Scotland and Teertha Gupta QC.

Volunteers are also invited to other Rights of Women events and are kept up to date with Rights of Women's campaigns and policy work.

### **Family Law Advice Line Volunteers**

We receive calls from women who require advice on all areas of family law including domestic violence, divorce and civil partnership dissolution, financial issues on divorce, cohabitation, private law children issues and public law children issues. Many of the women who call our advice lines have experienced some form of domestic or sexual violence.

Evening advice sessions are held on Mondays, Tuesdays, Wednesdays and Thursdays, between 7 and 9pm at our offices in Old Street.

Daytime advice sessions are held on Mondays between 11am-1pm, Tuesdays, Wednesdays and Thursdays between 2-4pm and Fridays between 12-2pm at our offices in Old Street.

Volunteers will be required to commit to a minimum of 2 hours per month for at least 12 months.

## **Immigration and Asylum Law Advice Line Volunteers**

We advise women who are experiencing a wide variety of immigration issues, including the domestic violence rule and DDVC applications, asylum queries, trafficking issues and EEA nationals and their family members. Many of those seeking assistance have experienced domestic or sexual violence and a large number have no immigration status. Volunteers will provide direct advice to callers.

The advice line sessions are held on Mondays and Thursdays between 10:00am and 4:00pm. Volunteers will only be required to commit to a minimum of 3 hours per session per month for at least 12 months.

## **DESCRIPTION OF ADVICE LINE VOLUNTEER ROLE**

### **Volunteers are required to:**

- provide advice on our advice lines for (minimum) 2 hours for Family Law or 3 Hours for Immigration and Asylum a month;
- attend the induction training day provided by Rights of Women;
- give clear and accurate legal advice to callers;
- be non-judgemental and non-discriminatory with callers;
- complete our monitoring forms in order to ensure an accountable service;
- keep up to date with the law for the relevant advice lines;
- attend all agreed advice line sessions;
- inform Rights of Women well in advance if they cannot attend their agreed session
- abide by Rights of Women's procedures, standards and policies, including equal opportunities and confidentiality in relation to staff, volunteers and users. Further details will be provided to successful candidates;
- attend evaluation sessions as required.

### **Qualities and qualifications required for this role are:**

- a female solicitor, barrister or CILEx member; Registered at OISC level 3 for Immigration only
- all volunteers must have a full, current practicing certificate;
- good communication skills;
- the ability to deliver advice clearly and calmly;
- an empathetic, non-judgemental and non-discriminatory manner;
- a working knowledge of the relevant area of law for their advice line;
- commitment to equal opportunities;
- commitment to the aims and objectives of Rights of Women;
- ability to work unsupervised.

### **Placement**

This placement requires a minimum commitment of volunteering 2 hours for Family law or 3 hours for Immigration and Asylum a month. Rights of Women operates a probationary system. The placement may be cancelled at any time at the discretion of either of the parties.

## **Induction and Training**

Rights of Women will provide a thorough introduction to the work of Rights of Women, its procedures and relevant policies, its staff, your volunteering role and the training that you need to meet the responsibilities of this role. Successful applicants will be required to attend an induction training day.

## **Rights of Women Training and Events**

Rights of Women will give you priority notification of all organisational events, including our highly acclaimed conferences and CPD accredited events. Funding permissible, free places will be secured for you.

## **Expenses**

Details of our expenses policy for travel, childcare and sustenance will be provided to successful applicants.

## **Insurance**

Rights of Women will provide adequate professional indemnity insurance cover for volunteer Advisors whilst undertaking voluntary work approved and authorised by us.

## **Equal Opportunities**

Rights of Women will ensure that all volunteers are dealt with in accordance with our Equal Opportunities Policy.

## **Refreshments**

Rights of Women will provide you with coffee/tea and nice biscuits!

## **How to apply**

Please ensure you have read the description of the role and then complete the application form and equal opportunities form which can be downloaded from our website. Please submit the forms by email to **olive@row.org.uk** if you are applying for the family law advice line volunteer role, or to **jas@row.org.uk** if you are applying for the immigration law advice line volunteer role. You will be contacted by Rights of Women to attend an interview.

**Successful applicants will be required to attend an induction training day, which may be on a Saturday.**