

## Advice and Information Volunteers

Liberty is currently looking for dedicated and enthusiastic volunteers to assist its Advice and Information team.

Volunteers are expected to commit to one day per week, although flexible working patterns will be considered and can be discussed at interview. The minimum volunteering commitment is three months. We have a policy of not retaining volunteers for longer than 6 months and never for more than one day per week or the equivalent thereof. Volunteer duties include:

- Conducting legal research and drafting responses to queries from members of the public regarding a variety of human rights and civil liberties issues (with a particular focus on Coronavirus powers, police powers and protest rights);
- Assisting with the drafting of content for the Advice and Information Hub on Liberty's website;
- Assisting with other legal and administrative tasks.

Applicants must have completed a qualifying law degree or equivalent (i.e. an LLB or GDL).

Volunteering will be conducted remotely for the foreseeable future due to COVID-19. Currently all Liberty staff are working from home.

Unfortunately, Liberty is unable to pay volunteers. However, we are committed to ensuring volunteers at Liberty have a valuable experience with us. You will gain insight into how a human rights NGO like Liberty operates, and will have the opportunity to develop new skills and learn from colleagues across different teams at Liberty who are experts in their fields. Many of our volunteers have gone on to work in the legal and human rights sector, and offering dedicated mentoring and support to those at the beginning of their legal career is a priority for our team.

Whilst volunteering remotely, Liberty may be able to reimburse homeworking expenses. You will require access to a personal computer and internet connection. Get in touch with us if you would like to discuss this further.

### FEEDBACK FROM PREVIOUS VOLUNTEERS

*“I loved my time as an A&I volunteer. The A&I officers and other volunteers were super friendly and helpful, and I learned heaps every week about how human rights can be utilised to help people. As a bonus, it looks great on my CV. If you're considering applying, do it! I couldn't recommend it more.”*

#### **Sam, former volunteer**

*“I feel incredibly fortunate to have had the opportunity to volunteer with Liberty as part of their Advice and Information team. Over a six-month period, I researched and drafted substantive responses to members of the public seeking assistance on a range of fascinating and topical areas of law under the civil liberties and human rights umbrella.*

*Not only did this afford me the opportunity to hone my legal research skills and writing style, but working so closely with the A&I team gave me a real insight into the meaningful impact of Liberty's work. To top it off, the team were incredibly welcoming, supportive and fun to work alongside - I cannot recommend the opportunity enough!”*

#### **Ellie, former volunteer**

## APPLICATION PROCESS

Interested applicants should refer to the person specification and complete the application form for this role. The deadline for applications is: **9am on Friday 30 April 2021**.

**Applications received after the deadline will not be considered.**

There will be a written test submitted to shortlisted applicants during **the week commencing 17 May 2021**. This test is designed to demonstrate your legal writing skills by asking you to draft a response to a typical legal query that Liberty receives.

Interviews will be held during **the week commencing 17 May 2021** remotely via Zoom.

We expect to hold an induction and training afternoon during **the week commencing 24 May 2021** and begin volunteer placements the **week commencing 31 May 2021**. Please bear this in mind when submitting your application.

If you require any reasonable adjustments in order to submit your application and/or attend a remote interview, please do not hesitate to let us know.

## KEY DATES

- The closing date for applications is **9am on Friday 30 April 2021**. No applications will be accepted after this time. Please send the completed application form to [volunteering@libertyhumanrights.org.uk](mailto:volunteering@libertyhumanrights.org.uk). Shortlisted applicants will be contacted as early as possible with confirmation of interview details and information about the written test.
- Interviews will be held remotely during the **week commencing 17 May 2021**.
- A training and induction afternoon will be held during the **week commencing 24 May 2021**.
- Placements to begin the **week commencing 31 May 2021 or shortly thereafter**.

Please address **all** of the following criteria in your application.

<b>Person Specification</b>	<b>Essential / Desirable</b>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Legal training in the law of England and Wales (minimum standard Qualifying Law Degree in England and Wales or other degree plus GDL*)</li> </ul>	Essential
<b>Competencies</b>	
<ul style="list-style-type: none"> <li>Proficiency in use of Microsoft Office</li> </ul>	Essential
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience in advice provision services</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Lived experience of human rights or social justice issues</li> </ul>	Desirable
<b>Knowledge, skills and abilities</b>	
<ul style="list-style-type: none"> <li>Understanding of UK human rights law (in particular the ECHR and the Human Rights Act 1998)</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Commitment to, and understanding of, Liberty's broad campaigning objectives</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Commitment to building a fair, compassionate and diverse working environment</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Excellent communication skills, both written and verbal</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Excellent legal research skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Reliable and punctual</li> </ul>	Essential

\* Please note: Usually, we require applicant to have received their degree results in order to volunteer. Due to the difficulties this year with exam results caused by COVID-19, applicants who have not yet received all final LLB/GDL exam grades prior to start date will still be considered on a case-by-case basis.

If we receive a significantly large number of applications, the recruitment team may do an initial paper sift of applications that best meet the following criteria:

- Understanding of UK human rights law (in particular the ECHR and the Human Rights Act 1998)
- Commitment to building a fair, compassionate and diverse working environment
- Excellent communication skills, both written and verbal

We may then do a second paper sift to select candidates for interview that score highest across all of the criteria above.