



Volunteer Advocacy Assistant

Role: Volunteer Advocacy Assistant

Hours: at least 7 hours per week (one day)

Reports to: Co-CEO (“Advocacy Lead”) & Research and Administrative Assistant

Line Manager: Research and Administrative Assistant

Commitment: Regular weekly, 4 months minimum

Deadline for applications: Friday 5 December 2025 (CV and short cover letter)

Start Date: January 2026

Location of work: Hybrid – we are not expecting for this role to be client-facing, although this could certainly be offered if desirable

Purpose of the role

The Volunteer Advocacy Assistant will provide support to the advocacy team. They will strengthen Baobab’s advocacy work by contributing to research to support advocacy campaigns, by preparing regular briefing updates on policy developments, and by supporting Baobab’s publications (reports, statements, public briefings).

Before applying, please read our ‘Model of Work’ document, available on our ‘Jobs and Volunteering’ webpage.

Skills and Attributes

- Strong written communication skills and attention to detail.
- Interest in advocacy, research, and issues affecting refugees and asylum seekers.
- Working knowledge of UK asylum, refugee and immigration policy.
- Ability to work independently on project-based tasks.
- Familiarity with Microsoft Office and online research tools.

Key Responsibilities of this Role Include

Support to Advocacy Team

- Prepare summaries, presentations and briefings for internal use, in coordination with Research and Administrative Assistant.
- Support on-going oversight of policy changes, government announcements, partner publications and public resources in the intersection of refugee support, children’s rights, psychotherapy, and social work.
- Support the analysis of collected data and contribute to the preparation of external reports, in keeping with data protection and security policies.
- Assist in other relevant advocacy events and activities (such as Parliament events, RMCC and NCB sectoral meetings etc.)

**External Communications:**

- Assist the communications administrator, if needed, to draft written, visual and audiovisual advocacy content for social media.

Support and Opportunities

- Have one-to-one supervision sessions with your line manager (Research and Administrative Assistant) and, where appropriate, you may want to join monthly staff meetings.
- Within the role there is scope to take part in and, where appropriate, lead specific projects which are of interest to the post holder, and which work towards Baobab's core aims.
- All successful applicants will be DBS checked and will need to provide contact information for 2 references before starting.

Equal Opportunities Statement

As part of its recruitment policy, the Baobab Centre intends to ensure that no prospective or actual employee or volunteer is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, gender identity, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.