

**RIGHTS OF WOMEN ADVICE LINE**

**VOLUNTEERS**

Information Pack

Volunteer lawyers play a vital role at Rights of Women.

Our free telephone advice lines have provided many thousands of women with free 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, women[[1]](#footnote-1) solicitor, barrister and qualified legal executive volunteers to provide legal advice on our criminal law, family law and sexual harassment in the workplace advice lines.

We particularly welcome applications from Black and minoritised women, trans women and older and disabled women.

A feminist perspective on the law and the issues we advise on is essential.

**Why volunteer for Rights of Women?**

We asked some of our current volunteers why they decided to volunteer with us, and why you should too.

Larissa, who’s been volunteering with us for over two years, said:

*“As a qualified solicitor with access to many skills and knowledge, I could not think of myself doing anything different BUT helping women get through these times.”*

We asked Clare, who has been a volunteer since August 2019, what advice she’d give to others considering applying, she said:

*“Do it! There are women all over the country that need our help and will benefit hugely from it. Volunteering is not an onerous commitment – one 2 hour a month session from your home or office and the IT is very easy to use. It is also great to be part of this volunteer community.”*

We asked both Clare and Larissa to sum up their experience in a few words. They said volunteering for Rights of Women is:

*“Rewarding. Important. Empowering.”*

*“Incredibly empowering.”*

You can find out more about our current volunteers’ experiences on our website.

**Criminal Law Advice Line Volunteers**

We receive calls from women who require advice on all areas of criminal law, but especially from survivors of sexual and domestic violence who need support in navigating the criminal justice system. Many have been let down by the police and are experiencing re-victimisation.

We advise on criminal law and procedure around domestic and sexual violence, harassment, and stalking. We also advise on complaints against the police and CPS.

Our criminal law advice lines run for 2 hour sessions at various times throughout the day and evening. The opening times of the advice lines are [available on our website](https://rightsofwomen.org.uk/get-advice/criminal-law/).

**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 relationship breakdown, 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.

Our family law advice lines run for 2 hour sessions at various times throughout the day and evening. The opening times of the advice lines are [available on our website](https://rightsofwomen.org.uk/get-advice/family-law/).

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

**Sexual Harassment Law Advice Line Volunteers**

We advise women who are experiencing sexual harassment in the workplace.

The advice line timetable is [on the website](https://rightsofwomen.org.uk/get-advice/sexual-harassment-at-work-law/). Volunteers will be required to commit to a minimum of 2 hours per month for at least 12 months.

**Description of advice line volunteer role**

**We ask our volunteers to:**

* provide advice on our advice lines for one 2-hour session a month (minimum);
* attend the induction training session provided by Rights of Women;
* give clear and accurate legal advice to callers;
* be non-judgemental and non-discriminatory in their approach;
* follow our procedures for making records of calls and obtaining monitoring information;
* keep up to date with the law for the relevant advice lines;
* attend all agreed advice line sessions (remotely);
* inform us as soon as possible if they are unable to attend an agreed session;
* abide by Rights of Women’s procedures, standards and policies, including equal opportunities and confidentiality in relation to staff, volunteers and users.

# The qualifications and skills we look for in a volunteer are:

* a woman solicitor, barrister or CILEx member (we are a trans-inclusive organisation);
* a current practicing certificate;
* ability to work remotely with adequate internet access and a private space;
* 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.

**Time commitment**

As outlined above, we ask for a minimum commitment of one 2-hour advice session a month.

**Probation and ending the placement**

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, it’s 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 session.

**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.

**How to apply**

Please ensure you have read through this information pack and then complete the application form and equal opportunities form which can be downloaded from our website.

Each application form provides an email address for returning your application and equal opportunities monitoring form.

**Successful applicants will be required to attend a remote interview and a remote induction training session.**

1. Occupational Requirement (Equality Act 2010, Schedule 9 Part I) applies. **ROW is a trans-inclusive organisation.** [↑](#footnote-ref-1)