

Volunteer Research Assistant Role Description

Location: Hybrid (Remote and some attendance in the London office and Feminist Library)

Time Commitment: We anticipate this research will require around 36 hours, over a maximum of 3 months

About Rights of Women:

Rights of Women is a charity that provides free confidential legal advice and information to women in England and Wales who are at risk of, or experiencing, all forms of Violence Against Women and Girls (VAWG). We also campaign for access to justice and safety for all women.

Role Description:

We are looking for a detail-oriented woman* volunteer to assist with archival research ahead of our 50th anniversary in 2025. The volunteer will work closely with our communications and fundraising staff to conduct research from Rights of Women's Archives.

Main responsibilities:

Conduct archival research at Rights of Women's office and the Feminist Library to gather and catalogue digitally historical newsletters.

Identify significant staff and volunteers involved in Rights of Women over the past five decades from newsletters, publications and other documents. Conduct research on the current roles of past staff and volunteers to assist in identifying high profile or notable alumni.

Collaborate with staff members to compile research findings into a cohesive narrative, incorporating visuals and multimedia elements to create engaging content for our 50th-anniversary commemoration.

Assist with the development of anniversary-related projects, events, and publications, leveraging research insights to inform storytelling and messaging.

Provide administrative support as needed, including data entry, correspondence, and logistical assistance for archival research activities.

Additional responsibilities:

Abide by Rights of Women's procedures, standards and policies, including equality, diversity and inclusion and confidentiality in relation to staff, volunteers and users.

Person specification:

- Strong research skills, with experience conducting archival research (desirable).
- Good written and verbal communication skills, with the ability to present research findings in a clear and engaging manner.
- Available to volunteer for at least 3 hours a week for 3 months (minimum). Alternatively, this role might suit a student with availability over the summer holiday period. If you are interested but don't have full capacity, please contact us to discuss what might be possible.
- Ability to work remotely with adequate internet access and conduct on-site research in London, UK.

- Ability to attend fortnightly meetings (online)
- Good organisational skills and ability to manage volunteer workload
- Proficiency in Microsoft Office Suite
- Commitment to equality, diversity and inclusion.
- Commitment to the aims and objectives of Rights of Women.

Additional Information:

This is an unpaid voluntary position.

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

Rights of Women is committed to equality, diversity and inclusion. We actively encourage applications from women from a diversity of backgrounds, and with a range of skills and experiences. We particularly welcome applications from Black and minoritised women, LGBTQI+ women, working class women, older women, and disabled women.

*Occupational Requirement (Equality Act 2010, Schedule 9 Part I) applies. The office is located in a women only building where service users from a number of organisations attend on a daily basis.

How to Apply:

Please ensure you have read through this information and submit a CV and brief cover letter outlining your relevant experience, skills, and interest in the position to recruitment@row.org.uk, alongside the equal opportunities form which can be downloaded from our website.

Applications will be reviewed on a rolling basis until 21 July.

If you are interested in this role and want to find out more, please contact recruitment@row.org.uk

Only shortlisted candidates will be contacted for interviews.

Why volunteer at Rights of Women?

Volunteer, Isabella:

“One of the most exciting things about my role is the access it has given me to talk and hear from so many different people working in the Violence Against Women and Girls (VAWG) sector.

It has been incredibly valuable for me to see that this work exists, and all that is being done to make it achievable for as many women as possible to seek justice. There is a recognition at Rights of Women (RoW) that every part of the process for women experiencing violence, from initially seeking help to eventually getting justice, is just as important.

The opportunity to be exposed to this sort of work at the age of 21 has been incredibly rewarding, there is something so hopeful about being surrounded by women who are fighting to show that the law can and should protect women.

I have been made to feel so welcome and truly included ever since I started volunteering for Rights of Women, and have been given the opportunity to learn invaluable lessons that I will carry beyond my role here into my everyday life, thanks to the access I have been given and the openness and authenticity of the women working at RoW.”
