

**RIGHTS OF WOMEN  
DESCRIPTION OF ROLE & VOLUNTEER AGREEMENT  
For Office Intern**

**DESCRIPTION OF ROLE**

**Overall summary**

The Office Intern will be primarily responsible for supporting the Administration Officer as well as the work of Rights of Women in general.

**Your role is to:**

- Deal with general correspondence and telephone enquiries.
- Undertake general administrative duties such as photocopying, filing and data inputting.
- Assist with maintaining Rights of Women's membership system.
- Input information relating to the organisation's services.
- Deal with orders for Rights of Women's publications.
- Proof reading and research as necessary.
- Assisting with events as necessary.

**Qualities required for this role are:**

- Good IT skills particularly word processing, spreadsheet and database packages.
- Good interpersonal and communication skills.
- Good organisational skills.
- Good numerical skills.
- Good research skills.
- Ability to work without close supervision and as part of a small team.
- Commitment to equal opportunities.
- Commitment to the aims and objectives of Rights of Women

**Placement**

This placement requires a minimum commitment of 2 days per week for a minimum period of 3 months. Rights of Women operates a probationary system. The placement may be cancelled at any time at the discretion of either of the parties.

**Management**

This placement will be supervised by the Director.

## **VOLUNTEER BENEFITS**

***Rights of Women commits to the following:***

### **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.

### **Evaluation and Support**

Rights of Women will do our best to assist your volunteering role with us. You will be appointed a supervisor who will be responsible for the management and guidance of your placement and who will be available to you for ongoing consultation and assistance. This will include evaluation sessions.

### **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 courses. Funding permissible, free places may be secured for you.

### **Rights of Women Information**

You will receive complimentary copies of our newsletter, Annual Report and, funding permitting, our legal publications.

### **Expenses**

Subject to funding and provision of receipts, Rights of Women will repay the following expenses:

- travel to and from home to Rights of Women
- up to £5.00 subsistence for each session/meeting attended

### **Equal Opportunities**

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

### **Grievances**

Rights of Women has a procedure designed for volunteers with a view to achieving resolution of any grievances connected with volunteering at Rights of Women.

## VOLUNTEER AGREEMENT

*This agreement is intended to indicate the seriousness with which we treat our volunteers. We want to assure you both of our appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.*

### **The Organisation**

***We, Rights of Women, agree to accept the volunteering services of:***

\_\_\_\_\_ beginning \_\_\_\_\_

***and we commit to the following:***

- to provide adequate information, training, and assistance for the volunteer to be able to meet the requirements and responsibilities of their placement
- to provide supervisory support to the volunteer
- to respect the skills, dignity and individual needs of the volunteer
- to be receptive to any comment from the volunteer regarding ways in which we might mutually better accomplish our respective tasks
- to value and recognise the volunteer as a significant resource in achieving the goals of the organisation.

### **The Volunteer**

***The Volunteer agrees to serve as a volunteer and commits to the following:***

- to fulfil my role as outlined in the attached description of role
- to perform my volunteering role to the best of my ability
- to follow the organisation's procedures, standards and policies, including record-keeping requirements, and health and safety, equal opportunities and confidentiality in relation to staff, volunteers and users
- to meet time and duty commitments, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made
- not to act in a way that will be in conflict with the aims and objectives of Rights of Women or in a way that may undermine the work of Rights of Women.

### **Agreed to:**

Signed..... (On behalf of R.O.W)

Signed..... (Volunteer)

Dated.....

*This agreement is binding in honour only, and is not intended to be a legally binding contract between us. Neither of us intends any employment relationship to be created either now or at any time in the future. This agreement may be cancelled at any time at the discretion of either of the parties.*