

Date as per postmark

Dear

Re: Volunteering for Rights of Women's Advice Line

Thank you for contacting us about being a volunteer at Rights of Women. Volunteers provide an invaluable service, and are critical and integral to our work.

The role of an Advice Line Volunteer is to give legal advice to callers to our helpline. A large percentage of our calls relate to family law and we therefore ask for all of our volunteers to have a good understanding of family law. Beyond this requirement, we do welcome applications from volunteers who have different areas of expertise. *We ask our volunteers for a minimum commitment of 2 hours a month. In addition to this, all volunteers will be expected to attend a 1 day basic Advice Line skills training course.*

Please find enclosed:

- volunteers policy
- equal opportunities statement
- application form and equal opportunities monitoring form
- envelope marked 'confidential'
- volunteer agreement (for information only – please don't sign/return!)
- information about Rights of Women

The above information is designed to give you an understanding of the role of Advice Line Volunteers at Rights of Women, what we ask of you, what you can expect from us.

If you wish to apply to be a volunteer with us, please complete the enclosed application form. Place the completed equal opportunities form in the 'confidential' envelope, seal this and return this together with your application. We will then contact you and arrange an informal interview.

If you have any questions at any time or would like any further information, please do not hesitate to contact me.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely,

Emma Scott
Senior Legal Officer