

BID Volunteer: Research and Policy

Role description

Main tasks and responsibilities

Your work will be supervised and supported by a Research and Policy Manager and you will work where necessary with other staff and volunteers.

You will be providing support to BID's research and policy work including, for example:

- Sourcing and collating data for research and policy use
- Collating and analysing information from BID's casework records
- Updating documents and files using Word, Excel and the internet
- Undertaking, transcribing and coding research interviews
- Drafting and proofreading research and policy documents for public use and for our website
- Organising events for the dissemination of research and policy reports
- Organising mailings of research and policy documents to key audiences
- Maintaining records including media contacts and key influencing targets

Any other tasks as may be required, such as internet research, photocopying and filing documents, etc.

BID volunteer: research and policy

Person specification

Essential

- Excellent computer skills (Word, Excel, internet)
- Excellent communication skills, both written and spoken
- Experience of producing written documents for a variety of audiences
- Fluent written and spoken English
- Excellent attention to detail
- Experience of undertaking research in an academic or work environment (including through voluntary work)
- Ability to accurately record information
- Ability to use own initiative, but also to recognise when support is needed
- Ability to work under pressure and prioritise work
- Ability to work effectively as part of a small team in a small, busy office
- Keenness to keep learning and developing new skills
- Commitment to human rights and keenness to challenge detention to enable people to exercise their right to liberty.
- Cultural awareness
- Commitment to equal opportunities

Desirable

- Knowledge of the asylum/immigration/detention policy environment in the UK
- Experience of carrying out, transcribing and analysing research interviews
- Experience of analysing quantitative data using Excel