

## Research and Campaign Volunteer

### About Citizens Advice Haringey

Citizens Advice Haringey provide free, confidential and impartial advice and campaign on big issues affecting people's lives.

Our goal is to help everyone find a way forward, whatever problem they face.

We're an independent charity and part of the Citizens Advice network across England and Wales.

### Person specification

This role will suit someone with an interest in Community Development, Debt, Welfare Benefits and Public Policy. We are looking for someone with some experience in research and campaigns, ideally with some knowledge of both qualitative and quantitative research and a background in social science.

Ideally someone who is interested in Research and Campaigns to represent the project on Citizens Advice Haringey's Research and Campaigns team. In this role volunteers will be responsible for identifying challenges and needs arising within the local community and investigating and developing campaigns to challenge such issues.

We are happy to consider students working on their dissertation who would like to carry out field research provided they have the Ethical Approval from their University.

Part of our role as a volunteer organization is to support people into employment, for which we have a high volume of volunteers who have moved on to paid employment in a variety of different organisations

### Role description

The role is flexible and different days and times can be negotiated on an ongoing basis.

The Research and Campaign Volunteer will help Citizens Advice Haringey to execute different Research and Campaigns projects, as well as helping to shape future Research and Campaigns activity.

Recent reports have been successful in informing local policy. We want to continue this trend and build on the work undertaken over the past year.

Part of the role is also to develop a public communication strategy, publicizing the work we do and engaging with the public and local decision makers, to understand the challenges local residents are facing

## Tasks and Responsibilities

- ✓ Carrying out desk research
- ✓ Supporting the team in identifying the appropriate research method
- ✓ Assisting in designing a questionnaire/ facilitating focus groups
- ✓ Supporting with the collection, analysis and interpreting of data
- ✓ Advising on campaigning strategies
- ✓ Maintain confidentiality in accordance to our confidentiality policy
- ✓ Keep the office up to date with relevant policy changes

Citizens Advice Haringey are working with a number of local partners, including primary schools, colleges, social enterprises and community centres. We aim to involve all statutory and voluntary actors across Haringey, in order to give a wide visibility to our campaigns.

## Reporting to

The Research and Campaigns Team are a small and close-knit group. You will report to the Research and Campaigns Lead. The team are then split into different projects, with a volunteer designated as a project lead.

## Availability

For this specific role we ask volunteers to commit to ONE full time day (core working hours are 10am-4pm), Monday-Friday. Although flexible hours are available.

## Expectations

All volunteers are expected to:

- ✓ Be reliable and dependable
- ✓ Maintain a good relationship and professional manner with everyone that they meet during their role as a volunteer
- ✓ Reflect the mission and values of Citizens Advice Haringey
- ✓ Be non-judgmental and be committed to the role they are applying for
- ✓ Let the team know as soon as possible if they are unable to carry out any responsibility that is attached to their role

## Benefits

- ✓ CV development
- ✓ Training opportunities
- ✓ An opportunity to use your skills and experience to support others
- ✓ A friendly, professional and supporting workplace
- ✓ Make a real difference in Haringey

## Contacts

For any enquiries and to express your interest in this position please contact:

Mr Edward Dukes, Research and Campaigns Lead

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