



## **VOLUNTEER SERVICE**

### **RESEARCH AND POLICY VOLUNTEER**

*Responsible To:* Head of IAG and Mediation Services

*Service:* Alone in London

*Summary:* The Alone in London Service (ALS) support homeless young people and those or who are at risk of becoming homeless across London and beyond. We provide signposting, advice, advocacy, training & employment support and family mediation to 16 – 25 year olds and carry out preventative work in schools.

*Location:* 48 Provost Street, London N1 7SU.

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**Some of the tasks this volunteer may be asked to do:**

- Researching other organisations in the housing & homelessness sector; specifically their policy-related work and any relevant development work in which they are involved; locally, regionally and nationally.
- Research into Local Authorities, compiling a library of their key strategic documents relating to housing, homelessness and other related issues; and identifying the key teams and personnel responsible for delivering these strategies.
- Summarise and present policy information either as written reports or as verbal briefings to management and staff teams.
- Provide administrative and research support for current projects as identified by the Service Manager.

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**We are looking for someone who:**

- Understands, and is sensitive to, the needs of vulnerable young people;
- Can work on their own initiative, as well as part of a team;
- Is organised, able to prioritise tasks and meet deadlines;
- Can communicate clearly and honestly;
- Has research and administrative experience;
- Works in an anti-discriminatory manner;
- Can work within Alone in London's key policies, including Health & Safety, Financial Regulations, Diversity & Opportunity and Code of Conduct.

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**Hours & Expenses**

Ideally volunteers will commit to between 4 and 12 hours per week (Monday-Friday). There is, however, flexibility and time commitment can be negotiated. EPIC Trust offers training, support & supervision. We will pay for travel expenses to and from the workplace, and a contribution towards lunch expenses, as long as tickets and receipts are provided.