

**Forum Secretary Volunteer (Policy and Campaigns)**

The Roma Support Group (RSG) was the first Roma-led charity to be established in the UK. Since its founding in 1998, the organisation has assisted thousands of Roma families in accessing welfare, housing, education and employment, as well as empowering Roma communities through a wide range of advocacy and cultural programmes.

**Policy and Campaigns Project:**

The Roma Policy & Campaigning project aims to promote social justice and address disadvantage experienced by Roma refugees and migrants in the UK, specifically to:

* Enhance social inclusion and civic partnership of Roma refugees and migrants by developing Roma-led campaigning work;
* To increase Roma participation in local decision making processes;
* To encourage practice that is more responsive to the needs of Roma migrants; and
* To influence and co-shape national and European policies which affect Roma refugees and migrants, ensuring that their voice/perspective is effectively communicated to the UK Government, European Union, statutory sector, the media and other key stakeholders.

**Purpose of role:**

To assist the Policy and Campaigns team's work by acting as secretary for the Roma Migrants and Refugee forum, the Roma EUSS forum, and the Child Protection forum.

**About the role:**

* Hours: Flexible
* Location: Remote (or in London office)
* This role is ideal for someone looking to gain experience in events coordination, administration, and policy work in the charity sector.

**Role Outline:**

* Compiling invite lists and sending invitations to attendees.
* Recording and circulating minutes.
* Chasing up on actions identified in forum meetings.

**Skills and Experience needed:**

Essential:

* Excellent organisational, and written and verbal communication skills.
* Proficiency with Microsoft Office suite, Zoom and Google meets.

Desirable:

* Experience in organising events and/or taking minutes and note taking.
* Interest in and understanding of issues relating to Roma in the UK and EU.

When necessary, training will be provided to volunteers.

Agreed out-of-pocket expenses such as lunch and travel will be reimbursed.

**How to apply:**

To apply for this position you should fill in the [Volunteer Application Form](https://www.romasupportgroup.org.uk/uploads/9/3/6/8/93687016/volunteer_application_form_2022__1_.docx) and email it to Ted Sale, Volunteer Coordinator, volunteering@romasupportgroup.org.uk