

Sabir Lewis Foundation

COMMUNITIES AS COLLABORATORS



Volunteer – Partnerships and Programmes Support Location: Kent, Birmingham (hybrid)

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ABOUT SABIR LEWIS FOUNDATION (SLF):

SLF is a UK-based organisation committed to advancing the rights and opportunities of refugees and marginalised communities. Our work focuses on digital inclusion, employment pathways, and community empowerment, both in the UK and internationally.

THE ROLE

As a Volunteer – Partnerships and Programmes Support, you will contribute to the development and delivery of Sabir Lewis Foundation’s growing programmes and partnerships work. This hybrid role offers a valuable opportunity to gain practical experience in the charity sector, supporting project design, research, partnership development, and events. You will work alongside the Programmes and Partnerships Coordinator to strengthen SLF’s initiatives focused on refugee rights, digital inclusion, and community empowerment. This is a rewarding role for someone passionate about social impact and looking to build skills in a supportive, flexible environment.

WHAT ARE WE LOOKING FOR

We are looking for two enthusiastic and dependable volunteers with a genuine interest in refugee rights, social justice, or community development. You will be well-organised, able to work independently, and confident in communicating with a range of stakeholders. Strong writing and research skills, along with proficiency in Microsoft Office and Google Workspace, are essential. While previous experience in the charity or voluntary sector is desirable, we welcome applications from individuals keen to learn. Knowledge of project design, grant writing, or event coordination would be an advantage, as would familiarity with issues affecting refugees and migrants in the UK.

RESPONSIBILITIES

- **Events Support**
 - Attend and represent SLF at in-person and online events, workshops, and networking sessions.
 - Assist in event preparation, including registration, note-taking, and follow-up communications.
- **Partnership Development**
 - Support the identification of new partnership opportunities with charities, funders, and community groups.
 - Assist in maintaining SLF’s partnership database and tracking outreach activities.
- **Project Development**
 - Contribute to the design of new project ideas aligned with SLF’s mission.
 - Draft concept notes, project outlines, and basic funding proposals under supervision.
- **Research and Desk Review**
 - Conduct desk research on key thematic areas such as refugee rights, digital inclusion, and community empower

WHAT WE OFFER

- Flexible working arrangement (1.5 days per week, with work from home option).
- Professional development in the non-profit sector.
- Opportunity to expand your professional network.
- Ongoing support and mentorship from SLF staff.
- Reference letters upon successful completion.

PERSON SPECIFICATION:

Essential Criteria	Desirable Criteria
Interest in social justice, refugee rights, or community development	Experience volunteering or working in a charity or community organisation
Strong communication and interpersonal skills	Familiarity with project design or grant writing
Good organisational skills and ability to work independently	Understanding of refugee and migrant issues in the UK
Competent in desk research and basic report writing	Event coordination experience
Proficiency in Microsoft Office and Google Workspace	Knowledge of digital inclusion or employability programmes

How to Apply:

If you are interested in this volunteering opportunity, please send a brief statement of interest (maximum 300 words) and your CV to jyoti.dhiman@sabirlewisfoundation.org with the subject line: **Volunteer Application – SLF**. Applications are reviewed on a rolling basis.

Start date: We are recruiting on a rolling basis.