**Org Name:** TBC (Immigration Advice & Support Organisation)

**Contact Name:** Muhammad Nayyer

**Phone Number:** 077140 20415

**Email Address: info.flandi@gmail.com**

**Description of Organisation:**

Muhammad Nayyer is in the process of setting up a new organisation centred around supporting individuals with the UK immigration process.

The organisation will help refugees and asylum seekers gain access to the immigration legal support and advice required in order to move through the UK immigration process.

**Values and Visions of the Organisation:**

* Provide good quality immigration advice and support.
* Treat all clients with respect and dignity regardless of their nationality, gender, or background.
* Work with full transparency and operate honestly, without misleading clients and always act in their best interest.

**Role 1: Admin/ telephone (in-office: Leeds)**

Reporting to: Muhammad Nayyer

**KEY WORDS:** *admin, telephone, taking appointment bookings, office based,* ***LEEDS based***

**Project Description**: Volunteer for phone services and admin.

The organisation is looking for 2-3 volunteers to work on their own physically in the office.

They will have a phone for incoming/ outgoing calls to book appointments for the adviser.

Most of the appointments shall be booked for evenings between 16:00-19:00.

Muhammad will be in charge of introductions, training and supervising the volunteers.

He would like 6 hours per day split between 2-3 volunteers. However, there is flexibility here to work around student and recent grads’ own timetables.

**Skills Required**:

* Good communicator for phone duties
* Ability to manage time to arrange appointments
* Speaking Arabic would be a bonus

**Value Exchange**:

* They will gain experience on the phones taking and receiving calls, boosting transferable communication skills
* Opportunity to work under supervision developing time management and general admin skills
* Experience working in an office environment
* This opportunity would suit an individual looking to pursue a career in the legal and/or advice sector, as well as those interested in working on human rights based issues.

**Length of Project**: 3-6 months

**Hours per Week**: Flexible, 6 hours per day split between 2-3 volunteers.

**Role 2: Creating and managing social media accounts**

Reporting to: Muhammad Nayyer

**KEY WORDS:** *social media, content creation, digital experience*

**Project Description**: Creating and running social media accounts

The volunteer is expected to run and create Facebook and Twitter accounts and run it until additional staff are hired.

Muhammad will be in charge of introductions, training and supervising the volunteers.

This role may be performed remotely.

**Skills Required:**

* No previous experience needed
* Knowledge of social media and managing social accounts
* Innovative, creative and committed

**Value Exchange:**

* Students and recent graduates matched to this project will have the chance to develop their pre-existing skills in digital strategy and content creation in a professional, charitable environment
* This opportunity would suit anybody looking for a career in social media and digital marketing, with a focus on the charity sector or someone who is passionate about social media

**Length of Project:** 3-6 months

**Hours per Week:** 4-5 hours

**Role 3: Website design**

Reporting to: Muhammad Nayyer

**KEY WORDS:** *website design, creativity*

**Project Description**:

Designing and implementing a website for this new service.

A great opportunity to merge creativity and intuition together to create and enhance their current website.

Muhammad will be in charge of introductions, training and supervising the volunteers.

**Skills Required:**

* No background in web design necessary
* Different backgrounds and cultures welcomed
* Basic ability to amend and design websites

**Value Exchange:**

* Skills for CV
* Acquire skills for future employment
* Opportunity to develop IT skills in a creative way to increase the website’s audience reach

**Length of Project:** 3-6 months

**Hours per Week:** 5 hours

**S-Number (Internal Student**