



## **Lesbian Immigration Support Group (LISG) - Volunteer Roles**

LISG provides support to lesbian and bisexual women based in Greater Manchester who are either seeking to claim asylum in the UK, or who are refugees. We offer a mixture of practical, social and emotional support to our members.

All LISG services and activities are delivered and managed by volunteers. All our volunteers are women.

We are looking for volunteers to get involved a variety of different aspects of running our charity, as well as face-to-face work with our members. Some of the roles/tasks we are looking for are listed below.

The different individual tasks and roles can be combined according to your interests, expertise and the time you have available. You can volunteer for as little as a few hours each month or on a daily basis dependent on the time you have available.

### **Roles and Tasks**

Our support services have been specifically designed by and for lesbian and bisexual women. All volunteer roles are open to women only. For roles directly supporting members, lived experience of being a lesbian or bisexual woman is preferred.

### **Behind the scenes**

Finance:

1. Treasurer (trustee position) - Supplying the accountant with monthly finance information including; bank statements, petty cash transactions, supplying information about new or existing grants and liaising with our accountant on a monthly basis.
2. Supporting the production of reports to funders. Supporting the preparation of the Charity Commission annual report and return.
3. Buying and distribution of supermarket vouchers and phone credits, reimbursement of travel expenses and management of the petty cash.

Administration:

1. Responding to or forwarding on emails that come into the group email address. Emails may include; enquiries to join the group, requests for help from members, offers of support from individuals or organisations, requests to be involved with research projects, requests for interviews and forwarding newsletters/info from organisations



2. Writing and distributing agendas and minutes for meetings (monthly group meeting, volunteer meeting and trustee meeting)
3. Messaging members about group meetings (notifications and reminders)

#### Fundraising:

1. Researching and applying for grants
2. Liaising with donors, seeking fundraising opportunities and planning fundraising
3. Writing reports for funders

#### **Direct support for group members**

In addition, for direct support roles, we are particularly interested in applications from lesbian or bisexual women who have lived experience of seeking asylum or being a refugee, as we believe this personal experience give can huge amounts of insight and knowledge into the needs of our members.

#### **Supporting the monthly group meetings**

(held on Saturday afternoons at a central location in Manchester):

1. Buying and preparing food
2. Getting there early to open up
3. Giving out expenses
4. Talking to and supporting members within the meetings
5. Clearing up

#### **Organising social events for members**

For example, coordinating attendance at; Manchester PRIDE, Todmorden disco once a month, Hebden Bridge Film Festival, Films and events at the People`s History Museum and HOME, LFest 2021 as well as other socials and events as and when they come up.

#### **Individual support:**

1. Meeting women once they are approved to join the group
2. Giving support to individual members when Home Office support stops. For example, help with finding accommodation
3. Offering extra support for individual members when things are going badly

#### **Case Work Support:**

1. Accompanying women to court
2. Accompanying women to solicitor meetings, Home Office reporting centres, Home Office interviews etc
3. Visiting detained women
4. Meeting members, one to one, to go through their cases and any paperwork to start preparing letters (this is NOT to provide immigration advice, but may involve, for example indexing



documents or arranging translations.)

5. Where a volunteer has sufficient experience and knowledge of the member, writing support letters to the Home Office and witnessing letters in court for individuals

If you are interested in volunteering to help LISG with any of these roles please do get in touch on this email address [lisg.manchester@yahoo.co.uk](mailto:lisg.manchester@yahoo.co.uk)

We will then ask you to fill in a short- form, in which we will ask you to tell us a little more about you and what you would like to do. This will be followed by an informal interview to discuss volunteering within LISG.