

Volunteer position



What we do

The Independent Workers of Great Britain (IWGB) union has been representing and organising staff at the University of London since April 2013 and is now the biggest branch on campus. We are a democratic, worker-led union, all our achievements are thanks to volunteer work by dedicated members and supporters.

Outsourced staff members won the London Living Wage and through our widely supported 3 Cosas campaign, members also won sick pay, annual leave and pensions. So far we have made a big impact fighting for collective rights however, we need volunteers to help us take on an increasing amount of work. Most members are lower paid, migrant workers and some employers try to take advantage by ignoring the law in the hopes that no one will notice.

We have grown dramatically over the past year that our resources are struggling to meet the financial demands of casework, strikes and other actions. Our funding comes from very low membership dues and donations and we need the help from volunteers to take some of the pressure off our active membership.

What we are looking for

We are looking for an enthusiastic person who is committed to improving working conditions to fill volunteer for 2-3 days a week from mid-September to mid-December.

Ideally you will have:

- been an active member of a union or have knowledge of the trade union movement
- previous exposure to case work would be desirable
- some knowledge of employment law
- knowledge MS Office
- we have a large Latin American membership so Spanish would be a plus!
- any graphic design knowledge will be a bonus and we ask that you bring your own laptop

What to expect

The President of the union is the only full-time member and you will be working closely with them to help manage their workload. You will also have the chance to attend any scheduled training events during your time with us.

Your responsibilities will include:

- casework
- writing minutes from branch meetings
- contributing to weekly organising meetings
- maintaining the constitution
- general administrative support

For more info

Please contact Jason Moyer-Lee by the **end of August, 2014**.
jasonmoyer-lee@iwgb.org.uk

Volunteer caseworker



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Outsourced staff members won the London Living Wage and through our widely supported 3 Cosas campaign, members also won sick leave, annual leave and pensions. So far we have made a big impact fighting for collective rights however, we need volunteers to help us take on casework and represent our members individually. Most members are lower paid, migrant workers and some employers try to take advantage by ignoring the law in the hopes that no one will notice.

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What we are looking for

We're looking for anyone who is able to take on this responsibility and might be interested in employment law and workers' rights. It's important that you listen and put the interests of our members first. You would be expected to advise them, represent workers in grievance and disciplinary meetings, research on relevant employment law and procedure, and occasionally do prep work for employment tribunal cases.

What to expect

You will be working closely with the union president who will be in the office full-time and can provide advice and guidance. You would also be welcome to attend our weekly meet-ups where our members discuss the issues around their own casework and support each other. This role is ideal for third year law students interested in hands-on experience in employment law.

Ideally you will have:

- completed two years of a law course
- previous exposure to casework (but not necessary)
- some knowledge of employment law
- listening skills
- Spanish or Polish speaking skills would be a plus!

Working on casework includes:

- research on relevant law and procedure
- prep for meetings (includes briefing the member beforehand)
- communicating with management (mostly via email and in formal meetings)
- keeping members updated while acting in accordance to their needs
- being organised
- doing prep work for employment tribunal cases - helping to prepare bundles, documentation etc.

Availability

We need someone for the periods between mid-September to mid-December for 2-3 days a week but we are more than happy to arrange alternative options to suit your schedule. All we ask is for a level of consistency so that our members are able to rely on you taking on their casework.

For more info and any questions

Please contact Jason Moyer-Lee by the **end of August, 2014**.
jasonmoyer-lee@iwgb.org.uk

Volunteer union organiser



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Outsourced staff members won the London Living Wage and through our widely supported 3 Cosas campaign, members also won sick leave, annual leave and pensions. We have been touring across the country telling interested people about our successes and looking for ways to make our movement stronger. Our priority now is to win union recognition from the University of London and its contractors.

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What we are looking for

We're looking for a friendly person who is interested in new forms of worker organisations, campaigning and workers' rights. We need a volunteer for 2-3 days a week from mid-September to mid-December but we are more than happy to arrange alternative options to suit your needs.

What to expect

The union president is the only full-time member and you will be working closely with them. You will also have the chance to attend any scheduled training events during your time with us.

Ideally you will have:

- been an active member of a union or have knowledge of the trade union movement
- some knowledge of employment law
- Spanish or Polish speaking and listening skills would be a plus!
- and we ask that you bring your own laptop if possible

Your responsibilities will include:

- union recruitment
- researching into funding options and campaign organising
- contributing to weekly organising meetings
- minute-taking from formal meetings
- general admin support

For more info and any questions

Please contact Jason Moyer-Lee by the **end of August, 2014**.
jasonmoyer-lee@iwgb.org.uk

Volunteer Spanish interpreter



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What we are looking for

We're looking for bilingual people available to interpret and translate from English to Spanish, and vice-versa. We need a volunteer for 2 days a week from mid-September to mid-December but we are more than happy to arrange alternative options to suit your needs.

What to expect

We will send you documents that need translating and invite you to accompany members to meetings as their interpreter.

Ideally you will:

- have a high level of Spanish speaking/writing/listening skills
- accurately translate entire documents
- interpret during formal meetings at a fast pace

For more info and any questions

Please contact Jason Moyer-Lee by the **end of August, 2014**.
jasonmoyer-lee@iwgb.org.uk

Volunteer Polish interpreter



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We have grown dramatically over the past year that our resources are struggling to meet the financial demands of casework, strikes and other actions. Our funding comes from very low membership dues and donations and we need the help from volunteers to take some of the pressure off our active membership.

What we are looking for

We're looking for bilingual people available to interpret and translate from English to Polish, and vice-versa. We need a volunteer for 1 day a week from mid-September to mid-December but we are more than happy to arrange alternative options to suit your needs.

What to expect

We will send you documents that need translating and invite you to accompany members to meetings as their interpreter.

Ideally you will:

- have a high level of Polish speaking/writing/listening skills
- accurately translate entire documents
- interpret during formal meetings at a fast pace

For more info and any questions

Please contact Jason Moyer-Lee by the **end of August, 2014**.
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Volunteer campaign support



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What we are looking for

We're looking for someone to provide added practical support to our campaigns and actions. This role is for someone who is passionate about new forms of worker organisations and enjoys going to demonstrations. Our non-violent actions normally involve making a scene with a lot of noise. We need a volunteer for 2 days a week from mid-September to mid-December but we are more than happy to arrange alternative options to suit your needs.

What to expect

You will attend organising meetings and take part in upcoming actions, help us make relevant materials and travel to various locations around London with equipment (we will cover travel costs).

Ideally you will have:

- been an active member of a trade union or a campaign and activist group
- strong support for workers' rights

Your responsibilities will include:

- helping to organise for upcoming protests and actions
- boosting our online campaigns
- attending actions

For more info and any questions

Please contact Jason Moyer-Lee by the **end of August, 2014**.
jasonmoyer-lee@iwgb.org.uk