

JOB DESCRIPTION - VOLUNTEER

RESPONSIBLE TO: Senior Solicitor

SUPERVISION: Assigned legal caseworker, senior solicitor or administrator

MAIN PURPOSE: To assist with casework and answering of general letters and to help ensure the smooth running of the office

MAIN TASKS:

- To send general information to clients and other prisoners as directed by the legal caseworkers or senior solicitors
- To write to clients with information about their specific cases as directed by the senior solicitor or legal caseworkers
- To respond to general letters from prisoners under supervision of the senior solicitor or legal caseworkers

OTHER TASKS:

- To review and re-organise as necessary current manual filing systems of external resources
- To assist with the design and distribution of information leaflets and posters for prisoners
- To assist with the production of training course materials run by PAS
- To assist with the production of the reports and publications as required
- To undertake the above in accordance with the PAS Equal Opportunities policy

FOR AN APPLICATION FORM PLEASE EMAIL ADMIN@PRISONERSADVICE.ORG.UK