



CSF event and engagement work placement

The voluntary work placement will play a key role in supporting the planning, outreach, and delivery of the Casework Solidarity Forum, hosted by Haringey Migrant Support Centre (HMSC).

The Casework Solidarity Forum is a one-day event that brings together small frontline migrant solidarity organisations from across the UK. The Forum is a space for organisations to think collectively, strategically and systemically. It aims to amplify the voices of frontline workers and the people they support, create sustainable structures for peer learning and strengthen campaigns for change. You can view a write up of last year's inaugural event [here](#).

Commitment

- One to three days per week, on a Monday-Thursday, depending on your availability. This could be part of a university work placement or a separate volunteer role.
- 3 months commitment from mid-April up until the Casework Solidarity Forum will be held in mid-July.
- Hybrid working (from home and HMSC's office in N15)

Tasks and responsibilities:

- Assist with event outreach and relationship building, including contacting grassroots organisations
- Support email communications e.g. sending invites, tracking RSVPs
- Provide administrative support (e.g. note taking in meetings, organising shared documents, maintain and update registration lists)
- Help coordinate workshops and session logistics, e.g. liaising with speakers, accessibility planning
- Support the development of event materials (agendas, participant packs)
- Support on-the-day event coordination

Benefits:

- Hands on experience in event coordination and logistics.
- Skills in communication and community engagement.
- The opportunity to build connections with frontline migrant solidarity organisations.
- Mentorship, support and personal development.
- A reference and recognition of contributions post-event
- Please note that this role is unpaid. HMSC will reimbursement travel and lunch expenses

Application deadline: Wednesday 2nd April 2025

To apply, please fill out an application form on our [website](#) Ideally, we are looking for someone to start on the week beginning **14th April 2025**.