

Policy Writer Volunteer Remote and/or Uxbridge

The Farsi Action Foundation (FAF) is a registered UK-based charitable organisation, established in 2014, it is a predominantly volunteer-driven organisation providing free advice in Persian/Farsi and English across England and Wales and offering in-person support at its cultural centre in Uxbridge. Alongside promoting Farsi culture through events, celebrations, poetry, language lessons, and academic initiatives, the foundation also supports students in Afghanistan by expanding access to education and creating cultural centres and libraries in underserved areas. FAF advance education, promote human rights, support community integration and address social and mental health challenges. FAF has grown from a grassroots initiative into a multifaceted organisation driven by community engagement and the dedication of local volunteers.

Volunteers are at the heart of everything we do, helping us deliver compassionate, high-quality services to the public.

- Main purpose of the role:** We are seeking a Policy Writer to work remotely or within our office in Uxbridge.
- Create clear, accurate, accessible policies that guide our services to ensure that FAF operates safely, ethically, and in line with charity-sector best practice.
 - Initial policies to draft/ overview are safeguarding, data protection, equal opportunities, confidentiality and volunteer management.
- Key tasks:**
- Draft, review, and update organisational policies.
 - Research legal and regulatory requirements applicable to charities and advice services to ensure full compliance.
 - Work with staff and volunteers to understand current practices and translate them into consistent written procedures.
 - Identify gaps in policy or process and recommend improvements.
 - Format policies clearly and professionally for internal and external use.
 - Maintain an up-to-date policy library and review schedule.
 - Support the development of guidance documents, volunteer handbooks, and compliance templates.
- Skills required:**
- Essential:**
- Excellent written communication and editing skills.
 - Strong attention to detail and an ability to simplify complex information.
 - Good organisational skills and ability to work independently.
 - Comfortable handling confidential information.
- Desirable:**
- Experience with policy writing, compliance, governance, or legal research.
 - Knowledge of the UK charity sector, safeguarding, GDPR, or advice-service standards.
 - Familiarity with community-based or volunteer-led organisations.

- Person specification:**
- Reliable, proactive, and self-motivated.
 - Committed to fairness, equality, and the Foundation’s values of compassion and community service.
 - Respectful, culturally sensitive, and supportive of Farsi Action Foundation’s mission.
 - Collaborative and open to learning from others.
- Commitment required:**
- Flexible, ideally 3–5 hours per week.
 - Minimum of 6 months.
- Training and support given:**
- Full induction of FAF.
 - Guidance and support.
- Volunteers are valued members of the Foundation, and their contributions help shape the organisation’s future and impact.
- Benefits for you:**
- Hands-on experience in governance and policy development within a community-focused charity.
 - Opportunities to build skills in compliance, research, and organisational development.
 - Insight into how a volunteer-driven organisation operates.
 - The chance to contribute meaningfully to the wellbeing and empowerment of Farsi-speaking communities.
- Other:**
- Travel expenses can be claimed with proof of a transportation ticket or mileage accrued.
 - A Disclosure and Barring Service (DBS) check is NOT required for this role.
 - You may need to complete an additional form/ paperwork for FAF.
 - You must be aged 18 years and over to carry out this role.
- To apply for this role:**
- A H4ALL application form must be completed. Please note we require two references.
- To obtain an application form:
- Visit www.h4all.org.uk and download or print an application form
 - Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post
 - Telephone 01895-676-111
- Send your fully completed application form by:
- Email to volunteerhub@h4all.org.uk
- Post to H4All, Volunteer Hub, Key House, 106 High Street, Yiewsley, UB7 9BQ
- You may wish to have a conversation with FAF prior to applying for this role, which can be arranged.