

Scottish Fair Trade Forum Campaigns and Communications Volunteer

Location: Scottish Fair Trade Forum office, Robertson House, 152 Bath Street, Glasgow G2 4TB

Hours: hours and days will be agreed at the start of the volunteering

Remuneration: this is a volunteer role for a supporter of Fair Trade. The Forum will cover reasonable travel costs, lunch money (up to £5) on full days volunteering (at least 5 hours).

Background Information

The Scottish Fair Trade Forum (the Forum) was set up in 2007 to coordinate Scotland's campaign to become one of the world's first Fair Trade Nations. We are a membership-based organisation focused on supporting Fair Trade activity in Scotland and on working strategically to promote Fair Trade and embed values of fairness in all aspects of Scottish society.

Role Description

The overall aim of this role is to provide support for the Forum's current campaigns and general communication work. There is an administrative and organisational element to this role. In-depth knowledge of Fair Trade issues is not essential but is desirable. The role will support the Forum in its campaign work and communicating this message through a variety of media.

The role of **Campaigns and Communications Volunteer** may involve, but not be limited to, the following:

- working with a team of volunteers;
- assisting in the promotion of campaigns through the Forum's website and social media;
- assisting with the promotion of campaigns by broadcast and print media;
- preparing, producing and distributing a regular newsletter by email to members and supporters;
- promoting the Forum to individuals, voluntary and public sector organisations and private businesses;
- assisting in the organisation of public events as directed in support of the Forum's work;
- ensuring that databases and contact details are held and maintained in such a way as to maximise the impact and effectiveness of the Forum's communications;
- attending events as required;
- assisting with other campaigns as required by the staff team;
- assisting the staff team in promoting the work of the Forum to MSPs, MPs, MEPs, councillors, Scottish Government; UK Government in Scotland; local authorities; public agencies; voluntary sector organisations and businesses.

The volunteer will work closely with other volunteers. There is scope to grow and develop this role according to your personal skills, motivation and time resources.

Person specification

- good typing and IT skills
- excellent written and verbal communication skills
- organised, reliable, punctual
- ability to work under own initiative
- comfortable working independently
- able to prioritise and accomplish tasks efficiently
- proven ability to work to deadlines

- ability to adapt quickly to take on tasks that arise
- ability to learn quickly new skills and understand new situations.

Support

You will be supported by the Forum's Director, Development Manager and Community Engagement Officer, whom you should approach for support, advice and questions regarding your role.