

## Scottish Fair Trade Forum Public Affairs 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 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 public affairs 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 **Public Affairs Volunteer** will involve, but not be limited to, the following:

- assisting the Director 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;
- liaising with the Cross Party Group on Fair Trade in the Scottish Parliament;
- assisting in the organisation of public events as directed in support of the Forum's work;
- carrying out a range of organisational preparations for events including identifying possible venues, arranging suitable equipment, identifying potential audiences for events, advertising the event in appropriate ways, also helping to manage events as they happen and assisting in the evaluation of events;
- attending events as required.

There is scope to grow and develop this role according to your personal skills, motivation and time resources.

### Person specification

- exceptional organisational ability
- excellent written and verbal communication
- able to prioritise and accomplish tasks efficiently
- organised, reliable, punctual
- good typing and IT skills
- comfortable working independently in the absence of Forum's Director
- proven ability to work to deadlines
- ability to adapt quickly to take on tasks that arise
- ability to prioritise and manage a diverse and busy workload
- ability to learn quickly new skills and understand new situations.

### Desirable:

Previous knowledge of Fair Trade

**Support**

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