



**Scottish  
Fair Trade  
Forum**



## **Campaigns and Communications Volunteer**

**Location:** The Scottish Fair Trade Forum's office is based at Robertson House, 152 Bath Street, Glasgow G2 4TB. The staff team are currently working from home. The volunteering opportunity is therefore online.

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

**Remuneration:** this is a voluntary role for a supporter of Fair Trade. The Forum will cover reasonable travel costs and subsistence if it is needed and approved in advance. However, due to current travel restrictions etc, it is expected that the volunteering will be online.

### **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, 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 communications work. There is an administrative and organisational element to this role. Knowledge of Fair Trade issues is not essential but is desirable. The role will support the Forum in its campaign work and communicating key messages through a variety of media.

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

- assisting with the promotion of Fair Trade campaigns through the Forum's website, social media and print media;
- assisting with the preparation of a regular supporter newsletter;
- drafting and/or sourcing copy for the Forum's newsletter, blog, website and social media;
- assisting with the organisation of public events and meetings in the Forum's events calendar;
- attending events as required;
- updating databases and mailing lists to maximise the impact and effectiveness of the Forum's communications;
- 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 in this role according to your personal skills, motivation and time resources.

**Person specification**

- good 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 Chief Executive and Engagement and Communications Officer, whom you should approach for support, advice and questions regarding your role.

If interested, please send a CV and a brief cover letter (half A4 page only) describing your experience, interest and availability to [info@sftf.org.uk](mailto:info@sftf.org.uk)