



Scottish  
Fair Trade  
Forum



## Development 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 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 to the Forum's Development Manager in areas including business community and public sector engagement and our income diversification plan. 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 of **Development Volunteer** may involve, but not be limited to, the following:

- Carrying out research and market testing of potential products and services;
- Identifying market expansion opportunities;
- Assisting in plans to engage with public sector bodies and their procurement teams;
- Producing reports including research findings, learning and future recommendations;
- Supporting currently established key partnerships and initiatives e.g. our [Rwandan Coffee Project](#);
- Identifying other potential links and partnerships.

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

**Person specification**

- Strong IT skills;
- excellent written and verbal communication skills;
- able to prioritise and accomplish tasks efficiently;
- organised, reliable, punctual;
- comfortable working independently in the absence of Forum's Development Manager;
- 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:**

- Relevant experience and/or qualification
- Previous knowledge of Fair Trade

**Support**

You will be supported by the Forum's Chief Executive and Development Manager, 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)