



TRAID Volunteer role description

Organisational information:

TRAID (Textile Recycling for Aid and International Development) is a charity committed to protecting the environment and reducing world poverty through recycling and delivering educational programmes and campaigning within the UK. These activities are supported by TRAIID's operational departments; Communications, Retail, Recycling/Environment, Education, Finance and Volunteer Services. These departments work together to help achieve TRAIID's charitable objectives including the funding of sustainable development projects in some of the poorest regions of the world.

Role title: Voluntary Recruitment Assistant

Department: Volunteer Services

Purpose of role:

To support the work of the Volunteer Services department by helping to process applications, supporting the whole organisation in recruiting and inducting volunteers and promoting good practice in volunteer recruitment.

Main activities/tasks:

- Registering volunteering vacancies within TRAIID to the agreed standard
- Working with the Volunteer Recruitment Manager and other staff to develop suitable volunteering opportunities within TRAIID
- Keeping records of volunteer vacancies, advertisements placed and external agencies contacted, applications and induction and training of volunteers
- Administration and database work
- Other tasks as may reasonably be required as part of the role

Skills/experience required:

Essential

Good organisational skills

Friendly and able to work as part of a team

Some admin experience or good admin skills

Desirable

Previous experience of the voluntary sector and volunteering

Knowledge of good practice in volunteering

Good IT skills, including Access and Word

Training offered:

- On the job training will be offered
- There may be scope for further training in Access, Excel and other relevant computer packages
- There may also be scope in the future for training in areas such as volunteer management, effective supervision and training skills. This will be dependent on length of service and the availability of resources.

Location:

TRAID head office, 5 Second Way, Wembley, Middlesex, HA9 0YJ.

Expenses:

Out of pocket expenses, supported by receipts, will be paid in line with TRAIID's expenses policy.

Hours:

Monday – Friday, office hours, depending on office space, volunteers should be able to commit to a minimum of 2 days per week (although this could be split between 2 people, 1 day each).

Minimum length of time commitment:

A minimum commitment of at least 6 months would be ideal.

Reporting to:

Peter Stokes, Volunteer Recruitment Manager.