



Volunteering opportunities

Anyone aged 16 years and over is welcome to apply to become a volunteer (although we may take from 14 under certain circumstances such as work experience or DoE. We appreciate your time and commitment and in return we offer opportunities to

- develop new skills and confidence
- gain valuable work experience and references for employment
- help members of your community
- influence decision making for Fair Trader
- make new friends
- plan and deliver activities in Fair Trader
- share your knowledge and help others

Most areas of volunteering require little or no training. However, you may want to take on some more skilled duties. We will have regular reviews with you to make sure we are doing everything we can to make your time with us as useful and fulfilling as possible. As part of your ongoing support you can request training in areas you are interested in that will support you in your role. This will make sure you get the best from your volunteering experience.

We are also currently looking into volunteering accreditation awards for our 14-15 year old volunteers. Please contact your manager for more information.

Here are some volunteering opportunities you may be interested in:

Area of volunteering	Possible Duties
Shop staff	Working on the tills Helping to process orders Stock taking Cleaning Talking to customers Helping to research new products and suppliers Creating displays and window dressing
Events and Promotions	Helping organise and prepare for events Using social media to promote Fair Trader Helping to write press releases Networking with local businesses/groups Creating flyers and posters Taking photos and videos for promotional material
Web Site and IT	Managing the online web shop Packing and posting web orders Writing for our blog Using CMS to update the web site Helping to manage our IT systems

We welcome any other ideas, suggestions and thoughts you have.

Receiving benefits?

Job Centre Plus encourage people to volunteer and volunteering should not affect your entitlement to benefits, as long as you let the job centre know you are volunteering.

- There are no fixed limits on how many hours you volunteer each week.
- If you are signing on, your Job Seeker's Allowance should not be affected as long as you are still actively seeking work and can be contacted by the Job Centre.
- If you receive benefits because of health problems you can still be a volunteer. We advise you choose something that is reasonable for you to do and will not put your health at risk. You do need to inform Job Centre staff.
- We can provide you with a letter for you to give to your Personal Advisor.

Support meetings

We want to make sure you get the best from your volunteering experience. You will be given time to chat to the management on a one-to-one basis. This will give you the chance to see if there are any other areas that you would like to be involved in. You can also discuss any training you feel you need so that you can perform your tasks better.

If you are not happy with anything you are doing then let us know as soon as possible.