



## 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:** Monitoring and Information Volunteer

**Department:** Recycling

**Purpose of role:** To support the work of the Recycling Department by ensuring monitoring and evaluation is inputted, updated and distributed efficiently.

### Main activities/tasks:

- Inputting and recording information on the recycling database and updating other records
- Recording and reporting information regarding recycling credits with local authorities
- Providing monthly/quarterly reports throughout the organisation and to other partners
- Providing annual certificates to supporters of our recycling programme
- Reporting significant developments and problems to the recycling manager
- Other tasks as may reasonably be required as part of the role

### Skills/experience required:

#### *Essential*

Good organisational skills.

Basic IT skills.

Ability to work as part of a team.

***Desirable***

Administration experience.

Knowledge of Access (databases).

Knowledge of Excel (spreadsheets).

**Training offered:**

- On the job training will be offered
- There may be scope for further training in Access, Excel and other relevant computer packages

**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:**

Any time during usual office hours, which is 9am – 5pm, Monday to Friday. Volunteers must be able to commit to at least two days a week, although this could be split between 2 volunteers doing 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