



The Fairtrade Foundation

Volunteer Internship Role: Human Resources

Closing date: Friday 17 February (10.00am at the latest)

The Fairtrade Foundation is a rapidly growing organisation which licenses the consumer label the FAIRTRADE Mark in the UK on products that meet international standards of Fairtrade. Our unique independent guarantee is helping producers in the South and consumers in the North to challenge conventional trading systems that condemn millions to poverty and hardship.

The Human Resources team consists of the Director of HR, HR Manager, 2 part-time HR Officers and a part-time Volunteering Officer. The HR team provides a professional business-focused and customer-focused approach to the Foundation. This volunteer internship would suit someone with an interest in developing their experience, knowledge and skill set within HR. This role will also provide the opportunity for the applicant to gain a better understanding of international development and trade. The position will report directly to the Director of HR but will also work alongside other members of the HR team on a variety of projects.

Commitment: Ideally we would like to have a volunteer intern for three days per week for three months but this is negotiable depending on individual circumstances. *This arrangement is not intended to be legally binding or to create a contract.*

Tasks include:

- To undertake a comprehensive review of the current induction programme, involving a desk-top review of all induction literature and feedback from recently recruited employees
- To research best practice and legislative requirements in the field of inductions and on-boarding
- To liaise with colleagues across the International Fairtrade movement on what they offer in terms of inductions
- To make recommendations for change to the induction programme, consulting with HR colleagues
- To implement changes to the induction programme, communicating the positive progress to staff
- To become familiar with HR administration processes providing support to the HR Officers as necessary
- To undertake any other duties as agreed with the Director of HR

Skills and experience required:

- Previous research experience

- I.T. literate (Word, Excel and Outlook)
- The ability to use initiative and work with minimal supervision
- Excellent organisational skills
- Excellent communication skills (written and oral)
- Self-motivated and pro-active approach to work, within a team setting
- A desire to progress within the field of HR
- HR Qualification is desirable
- Knowledge of and commitment to Fairtrade and development issues

What will you have learned / achieved by the end of this assignment?

- Enhance skills and knowledge of HR, particularly inductions / Learning & Development
- Development of research skills
- Improved report writing skills
- Experience of HR processes and systems
- Advanced office, administration and database experience
- Experience of working in a fast-growing, successful development organisation
- An understanding of the international Fairtrade system and particularly the role of the UK movement.

Applications

To apply for the above volunteer internship position please email volunteering@fairtrade.org.uk with a completed application form (see our website www.fairtrade.org.uk/jobs).

Volunteering at the Fairtrade Foundation

Who co-ordinates the volunteers and voluntary internships?

The Volunteering Officer is Jenny Harper.

Tel: 020 3301 5017 Email: Jenny.harper@fairtrade.org.uk

What are the hours?

Flexible, but normally 10.30am-5.00pm Monday to Friday

Location

Unless otherwise stated, positions are based at the Fairtrade Foundation's offices in the Minories, Aldgate EC3N 1DY.

Do I get expenses?

We provide luncheon vouchers valued at £4 per day if working five or more hours in that day (excluding lunch) and refund off-peak travel expenses (maximum £10 per day) on production of a receipt or ticket.

We regret that we are unable to assist non-UK residents who are planning to volunteer during a short stay in the UK with visa applications, finding accommodation etc.

The Fairtrade Foundation is committed to equal opportunities and welcomes applications from all sections of the community.