Office volunteer 1 day per week

Labour Behind the Label is a campaign working to improve conditions and empower works in the global garment industry. We raise public awareness and promote collective action from consumers to push for change in the industry. We pressure companies to take responsibility for worker’s rights throughout the entirety of their supply chains. We work with trade unions worldwide to amplify garment worker’s demands. We lobby governments and policy makers to legislate and protect garment workers human rights. The focus of our work comes from garment workers themselves, and we provide a platform to amplify their voice and demands and to promote international solidarity.

Labour Behind the Label is looking to recruit an office volunteer to support the team with general office activities.

**Essential requirements for the role**

You will:

- enjoy working with databases and have a keen eye for detail when working with them
- have lots of initiative
- be organised and pro-active

**Roles and duties**

You will assist with a variety of office and fundraising activities. We will create a workplan based around your skills and experience and also what you would like to learn – as well as around the priorities and needs of the organisation. This means you could end up doing a wide variety of things, such as:

- data entry
- database work
- create website content/write blogs
- research marketing and press opportunities
- general administration, including filing and responding to calls and emails

**What you might learn**

- knowledge of a range of ethical and social responsibility issues associated with the global garment industry
- good understanding of how a small organisation operates, fundraising and what is required when running a project in the third sector
- research, marketing and writing skills (e.g. market research and promotion)
- organisational and administrative skills

**How to apply**

Please send your CV and a one page cover letter to caroline@labourbehindthelabel.org

Deadline: 29th February 2020 5pm

The role is 1 day per week and this can be flexible to suit your needs - split over two days for example.