

## Outreach Programme Volunteer Role Description

Are you passionate about changing the way we treat animals? Do you want to help reduce environmental damage? Do you want to inspire people to enjoy healthy vegan food that both looks good and tastes great?

The Vegan Society aims to make veganism more accessible. We help people to adopt a vegan lifestyle by supporting individuals, policy- and decision-makers, caterers, manufacturers, healthcare professionals and the media.

### Why do we need you?

Our outreach programme supports people all over the world who are engaging and educating their local communities about veganism and helping to ensure that their transition to veganism is both healthy and happy. To keep the outreach programme running smoothly and efficiently, our resources need to be kept up to date, in stock and in the right place. Requests need to be processed promptly and accurately, ensuring that the right things are sent to the right people.

### What does the role involve?

This role is centered on the practicalities of running our outreach programme. You will spend your time packing and arranging postage for leaflet requests. Packing involves ensuring we have what we need and making sure the post room is well stocked with the resources we send out. Your role includes booking orders out through our online courier company and will develop to include resolving issues with them directly.

### What training and development are available?

Like all our office volunteering roles, there will be a full induction to the office environment to ensure your health and safety needs are met. There will always be access to support from a member of staff, although this role is mainly spent working alone. There are opportunities for all of our roles to evolve and develop to take on more responsibility.

### What skills would be useful in doing this role?

- Confidence in using online booking websites

- Good organisational skills
- Ability to work independently
- Comfortable following processes and procedures
- Willingness to learn and develop within the role
- Physically able to efficiently pack, lift and carry heavy boxes.

#### What does my availability have to be?

For office volunteering, we request four hours per week on any day, either from 10am to 2pm or 12pm to 4pm.

#### Who does this role report to?

You will report to the Volunteering and Engagement Officer and the Supporter Services Coordinator.

#### Who can I contact to find out more?

You can contact Kaya (Volunteering and Engagement Officer) on [volunteer@vegansociety.com](mailto:volunteer@vegansociety.com), or you can call us on 0121 523 1730.