



Big Issue Front-line Volunteer

Reference code: VO16548

To provide administrative support to the Big Issue Groups' frontline teams by: ensuring that the office is friendly and welcoming for all vendors; handling cash and card transactions with accuracy and efficiency; keeping accurate records of sales, pitches, vendor savings and tabards; working with staff to engage with people who are begging, promoting the opportunity to become a vendor and responding to the various needs of vendors by signposting to relevant staff members, acting with discretion.

About The Big Issue

Empowering vulnerable people throughout the UK providing an opportunity for income through the vending of a street paper.

Experience Required

Friendly and welcoming, Show empathy towards our vendors and potential vendors. Respect the need for confidentiality and discretion. Work well as a team. Are committed to the mission of BIG. Be flexible and willing to adapt tasks depending on the day. Time management skills, professionalism & data entry experience.

Training Details

Your induction will start with online learning modules including, Safeguarding Vulnerable Adults Training, Health & Safety Essentials, UK GDPR Essentials and Fire Awareness. A DBS check will be completed during this period before a start date is given and ongoing training will be given on site and online.

Location/Travel Details

Edinburgh - the office is located in a co-working space, Clockwise, by Leith Shore. It is a 5 minute walk from the Shore tram stop and buses 16, 34, 35 & 36 stop directly outside the building.

Expenses

There should not be any expenses to claim as staff on the frontline have a budget to pay for travel and lunch. In the event of any unpaid expenses, an expenses claim form will be given, bank details taken and prompt payment of any expenses accrued.

Accessibility Details

- Happy to have a conversation about volunteer's needs

Work Type

Administrative / Office Work

Cause

Anti poverty work

Flexibility & Commitment

School Holidays

7.5 hours per week for 6 months, Monday to Friday 08:30-4pm.

Available Times

	mon	tue	wed	thu	fri	sat	sun
am	●	●	●	●	●		
pm	●	●	●	●	●		
eve							

Contact Details

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