



## Trading Team Volunteer

We are a Christian Development charity tackling poverty and injustice in the Middle East. Our work and the work of our Christian partners, in Egypt, Lebanon, Israel, Palestine, Syria and Iraq, who run hospitals, clinics, schools and centres for people with disabilities, really does make a difference. Embrace's Trading Team is a successful online retailer, sourcing ethical products from the Middle East and directly supports the charity's work in the Middle East. As a Trading Team Volunteer, you too could help support Embrace's mission, whilst gaining insight to the charitable and commercial side of Embrace's work and learn new skills.

### What is the purpose of this volunteer role?

To provide voluntary support to the Trading Team, sharing your skills, experience and time (as and when you can) to aid the success of Embrace's work.

### What are the main tasks?

- Working with the Trading Team to assist with content writing for product descriptions.
- Helping to list products and collections onto our Trading shop website.
- Support the optimisation of the Trading website for SEO (no prior SEO experience required, but an interest and understanding would be helpful).
- Compiling delivery information and communicating this to the warehouse and our Finance team.

### Are there any prerequisites for this role?

- Confidence in using Word, Excel.
- Good communication skills.
- Enjoys working as part of a team.
- An understanding of the basic principles of online retail would be helpful, but not essential as you will learn this when you join.
- Provide two references.

### How long are you signed up for?

- That's entirely up to you, though we do ask for an initial commitment of an average of 1 – 2 days per week, for a minimum of 2-3 months.