

Uniform Exchange Volunteer

Role Description

Role Title:	Uniform Exchange Volunteer
Reports to:	Shift Supervisor
Position:	4 hours per week to be agreed with Shift Supervisor
Start:	Immediately subject to satisfactory references and DBS check
Location:	Uniform Exchange, Luton Point - Frasers Plus, Luton

About Level Trust

Level Trust was established in April 2013 to **help children living in poverty** in Luton by reducing the effect that poverty has on their experience of school. We do this by working in partnership with Luton schools to provide practical support including **free school shoes, warm winter coats, school uniform, learning equipment** for the home and enrichment activities in the holidays.

Our Values

We...

- ... are committed to true **partnership**, believing it brings about the best results
- ... treat all people with the utmost **dignity**
- ... believe that all children deserve to be safe, happy and **have fun**
- ... are **generous** and try to give other people the best of what we have
- ... are **passionate about Luton**, enjoy all it has to offer and see our work as contributing towards making it even better

About the Uniform Exchange

The Uniform Exchange, set up like a high-end shop, provides free school uniform to children in Luton. Any family can use it by swapping items they have finished with for items they need. But it's more than somewhere to get uniform; it's somewhere families can get emotional support from our friendly team.

The Uniform Exchange is open:

Monday to Thursday and Saturday 10am to 2pm

Your role

We are looking for **motivated** and **reliable** volunteers who are **passionate** about and **committed** to making a positive difference to children living in poverty in Luton. Our volunteers are **friendly** and **work well together**.

Volunteers will sort stock; checking its quality, washing and drying and putting uniform in the right place. Volunteers will pack items for families; you'll need to be on your feet for most of the shift; carrying small crates of clothing and making trips along the corridor to the stockroom.

Your responsibilities

- Adhere to Safeguarding policies. Training will be provided.
- Work towards the vision of Level Trust, which is to eliminate the impact of poverty on children's education.
- Check the quality of stock thoroughly
- Sort donated uniform to be laundered or recycled.
- Sort laundered uniform and put stock in the right places.
- Prepare uniform for the shop floor, steaming/ironing uniform to ensure it is presentable.
- Replenish stock, hang clothing and place on rails.
- Keep track of our online system to ensure orders are packed for collection and delivery.
- Update online system when orders have been delivered or collected
- Upload new donations of uniform onto our online system.
- Ensure current stock at the Uniform Exchange is reflected on the online website
- Be welcoming to all customers and families at the Uniform Exchange

To apply please request an application form from us on admin@leveltrust.org or call 07480 753 905