

Volunteer Opportunity
The Vine Trust
"Connecting people to change lives"

Under The Scottish Executive's Volunteering Initiative
Project Scotland. See www.projectscotland.co.uk

The Vine Trust is currently seeking an intern for 6 months to work on a range of office tasks and develop a new web based initiative in support of our overseas projects.

If you are aged 18 -25, in sympathy with the ethos of the Vine Trust and want to be involved in a fast changing Scottish Charity involved in International Development, based in Port Seton East Lothian. Then drop us an email and tell us WHY YOU might be the person we are looking for.

Good computer skills, the ability to work in a small multi disciplinary team with a can do attitude and good interpersonal skills are key attributes in this new opportunity.

Awareness of web design would be a major advantage plus an interest in development issues and world poverty.

If Interested email admin@vinetrust.org with your letter of application and details of your educational / work experience.

Or write to:-

Mrs Margaret Birse
The Vine Trust Office
83 Laburnum Avenue
Port Seton
East Lothian
EH32 0UD

Please mark as 'Confidential'.

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Job description.

Based in Port Seton East Lothian the post holder will be involved in a range of office based tasks including:-

- Correspondence with supporters.
- Assisting with collation of publicity materials.
- Developing information packs for schools and volunteers.
- Researching information for the projects development.
- Dealing with telephone enquiries.
- Liaising with schools and supporters.
- Updating web pages.
- Developing with supervision our new web based initiative.
www.cutthecarbon.org

- Collating and assisting with newsletters.
- Filing and other administrative duties.
- Staffing exhibitions.
- In-house video production / editing.

The post will be full time Monday -Friday with flexible working required from time to time.

If you are looking for a route in to the voluntary sector then this may be the opportunity you have been looking for.

Remuneration, will be in keeping with Project Scotland's overall conditions.