

# Uniform Exchange Volunteer

## Role Description

Role Title:	Uniform Exchange Volunteer
Reports to:	Hub Manager
Position:	4 hours per week to be agreed with Hub Manager
Length:	8 weeks with scope for extension
Start:	Training late July to start first week of August 2020
Location:	Uniform Exchange, The Mall, 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. In just five years since the charity's establishment, Level Trust has supported over 10,000 four-to-sixteen-year-olds across Luton.

The Level Trust team is currently made up of five staff members and 15 regular volunteers giving over 35 hours a week to the trust. The team is overseen by the Trustee board which is made up of: Francis Steer our Chair; Suzanne Spicer, Chartered Accountant; Chris Curtis, CEO of national youth organisation Youthscape; Altaf Hussain, Principal of Luton Sixth Form College; and Tina Edwards, experienced Luton school leader.

## 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 children can play and families can get emotional support from our friendly team.

### Keeping You Safe

In response to COVID-19, we will operate a click and collect service for families to ensure the safety of staff, volunteers and customers. Most of our work will take place in the stockroom which is not accessible to members of the public. We will adhere to physical distancing and provide PPE and hygiene products appropriate to the setting.

### 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

- 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.
- Pack uniforms for families and update the easy to use stock system.
- Prepare uniform for the shop floor, steaming/ironing uniform to ensure it is presentable.
- Replenish stock, hang clothing and place on rails.

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To apply please request an application form from **Husna Rasul** on [husna.rasul@leveltrust.org](mailto:husna.rasul@leveltrust.org) or call **07480 753 905**