

# INVEST YOUR TIME





Raymisa, Alpaca Farmer, Peru

# WELCOME TO SHARED INTEREST

**Thank you for choosing to invest your time with us. This handbook is designed to support you in your volunteer role.**

Shared Interest volunteers work within their own community to change lives around the world.

People volunteer with Shared Interest for a variety of reasons. We know that all of our volunteers want to share their skills, time, experience, knowledge and passion.

There is no such thing as a typical volunteer at Shared Interest. We value the many different contributions our volunteers make.

**However, what all Shared Interest volunteers share is our vision of a fairer world.**



# GETTING TO KNOW US

From our head office based in Newcastle upon Tyne, Shared Interest reaches almost 400 organisations in over 60 countries. We provide finance directly to producers or indirectly through buyers. Our finance supports Fairtrade products such as coffee, fresh fruit, nuts, and cocoa, as well as handcrafts such as basket-weaving and furniture-making.

This is made possible by the loyalty of our 10,000 investors and the dedication of our volunteer network.

Our work is not just about providing finance on fair terms. The fair trade organisations we finance say that, thanks to our supporters, they have helped transform their communities.


**Mpanga Tea Farmer, Jill Pinda Birungi said:**

***“Tea is one crop which is really special. I’m 58 years old and I’ve gone to school because of the tea. The same tea has taken my daughters all the way through school.***

***So when the tea is processed, it is a cash crop for Uganda.”***







***"We went to our friend  
Shared Interest, they gave  
us a loan. We purchased  
fertiliser; we gave it to the  
farmers at a subsidised  
price. Then from that,  
we saw magic."***

# GETTING TO KNOW *YOUR ROLE*


Shared Interest has a variety of voluntary roles including:

## **OUR AMBASSADORS**

help people to find out more about our organisation. From manning stands at events, handing out promotional leaflets, to speaking at their local community group our ambassadors help to raise investment here in the UK so that we can finance fair trade organisations worldwide.



## **COMMUNITY SUPPORTERS**

want to get more involved in their local area. This can include supporting ambassadors or staff at events distributing promotional resources. 

## **OUR ADMINISTRATION SUPPORTERS**

help at our Newcastle office with administration and resources.

INVEST YOUR SKILLS



## Bill

**Bill has been a volunteer since March 2014, although he has invested in Shared Interest for over 20 years.**

He said: "I decided to become an ambassador as I had more time on my hands and wanted to make a further contribution. I find the work of Shared Interest fascinating and love talking about it to other people. Having travelled to Chile, Ethiopia, and India, I have seen the challenges faced in disadvantaged communities and would like to think that I am helping in some small way."





## *Diana*

**Diana became a volunteer after investing for several years:**

"I retired a year ago, partly to free up time for volunteering and campaigning. I've visited Malawi and Tanzania in the past, and found the global range of Shared Interest very exciting. It's a great cause and I've been impressed with the organisation – efficient but caring.

"I love having a part, however tiny, in something so worthwhile and truly life-changing. Only nine months into my role, I feel I've hardly got off the ground myself yet, but look forward to contributing more."



## Hattie

**Hattie became a volunteer with us while she was at university:**

“Shared Interest caught my eye because of its fair trade focus. I was aware of fair trade from a young age as my mum is a keen supporter, and volunteering with Shared Interest provided another way to get involved.

“I have helped with mail-outs, updating the website and writing news articles as well as manning stalls at events.

“Most importantly, it has been good to know I am helping Shared Interest to support fair trade businesses in developing countries.

“It has been a really exciting thing to do, completely separate to my university life.”



# WE WANT YOU TO FEEL VALUED

## AND WILL:

- Always treat volunteers with respect, consideration, and courtesy
- Offer equal opportunities for those interested in volunteering
- Ensure you have a clear understanding of your role
- Provide you with induction training followed by appropriate support and feedback
- Reimburse agreed out of pocket expenses
- Provide you with a dedicated staff contact
- Ensure you are volunteering safely, including insurance cover where relevant





# WE WANT YOU TO VALUE US

## AND EXPECT THAT YOU WILL:

- Always treat Shared Interest staff, supporters, and fellow volunteers with respect, consideration and courtesy
- Support, respect, and adhere to our policies, guidelines and decisions
- Maintain regular contact with us, including notification of any change in personal circumstances that may affect your role
- Represent Shared Interest and communicate appropriately
- Carry out your volunteering with enthusiasm and passion



# WE WILL *SUPPORT* YOU IN YOUR ROLE



**Induction and training**

This is an opportunity to really get to know the organisation. We will talk you through the resources available and provide guidance on getting you started in your new role. The training will also cover how we support you, how we can keep in touch and how you can keep up to date with developments at Shared Interest.

**Support**

Keep us posted on your latest activities in support of Shared Interest. You will have a dedicated contact to offer assistance and regular updates. We will send you a regular e-newsletter, and you have the option to join our Skype forum where you can share views with others. We can also put you in touch with other volunteers in your area.

**Resources**

We ask that our volunteers only use official Shared Interest resources. This is so we can ensure that the information is consistent and up to date.

You can access a variety of these materials on our website at [www.shared-interest.com/getinvolved](http://www.shared-interest.com/getinvolved). If you have a more specific resource request, please get in touch with your Shared Interest contact.

INVEST YOUR PASSION



# WE WANT YOU TO KNOW THE ESSENTIALS



## **Health and safety**

Shared Interest is committed to looking after the health and safety of everyone who works and volunteers for us. Any activities carried out on a voluntary basis are covered by our Health and Safety Policy Statement for volunteers.

If you cannot locate your copy you can request a new one by contacting us.

## **Insurance**

Volunteers are covered under Shared Interest's Employers Liability Insurance while they are engaged in volunteer activity for Shared Interest. If you require a copy of this certificate, please get in touch.

## **Expenses**

Shared Interest is committed to allowing people to volunteer free from the restrictions of personal finances.

Volunteers will be reimbursed for reasonable out of pocket expenses incurred as a result of their volunteering for Shared Interest, including travel and refreshments. Tickets and receipts should be provided and attached to a completed expenses claim form.

## **Confidentiality and data protection**

We take great care to protect your information as part of our data protection responsibilities. As a volunteer, we expect you to protect any personal or confidential information to which you may have access.

## **Communications**

Volunteers should communicate messages and information in a manner consistent with the Shared Interest voice, identity and brand.

Please do not provide comments, press releases or stories to the media without prior review by Shared Interest. Volunteers who use social media are requested to contact the office for a copy of our best practice guidelines.

# WHAT TO DO NEXT

We want your time with us to be informed as well as inspiring. For more detailed information on all aspects of volunteering for Shared Interest, please refer to the Volunteer Policy. If you can't locate your copy, please request another by emailing [volunteers@shared-interest.com](mailto:volunteers@shared-interest.com)

## **Shared Interest Society**

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7 New Bridge Street West  
Newcastle upon Tyne  
NE1 8AQ

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