

## RT Review Work Streams

Work Stream	Key Activities	Planned Outcomes	Target Date
<b>Skills Audit</b>	1. Briefing Paper for Trustees to consider and confirm approach	1. Agreed approach to undertake the work which will be communicated to all trustees, manager and volunteers	12 November 2019
	2. Once approved undertake audit and provide report on findings	2. Audit of skills completed, and findings reported highlighting any gaps	31 December 2019
	3. Share with trustees, manager and volunteers and use to inform roles and responsibilities to best benefit for RT. Any gaps should be addressed via training or new recruits.	3. All trustees, manager and volunteers have shared understanding of individual and collective skills. Plan to address in gaps will be developed.	31 January 2020
<b>Mission and Vision</b>			
<b>Fund Raising</b>			
<b>Volunteer Coordinator Volunteer recruitment and induction</b>	1. Support shop manager by electing a volunteer representative (VR) to lead and co-ordinate the volunteers.	1. Having a VR in place	22 Nov 19
	2. Increase opportunities for volunteers to work with RT.	2. Have a volunteer email group	22 Nov 19
	3. Reintroduce 'Task List' in a positive way.	3. Have a volunteer availability spreadsheet	22 Nov 19
	4. Work to recruit more volunteers	4. Email schools/council etc. to advertise volunteer possibilities at RT	28 Feb 20
	5. Save and Publish volunteers' stories about experiences in the shop related to the shop and Fair Trade	5. Collect and share stories on the website	20 Feb 20
	6. Volunteer help with induction	6. Volunteers involved in induction of new volunteers	20 Feb 20

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	7. Have regular updates/refresher course about the shop for established volunteers	7. Timetable for volunteer updates, meetings	20 Feb 20
	8. Develop a list of volunteer availability, skills, learning needs and useful contacts/links	8. List of volunteer attributes	22 Nov 19
<b>Communications: Website Social Media Newsletter</b>			
<b>Promoting RT and Linking with other organisations, building partnerships</b>	1. Liaise with shop manager to ensure stock availability for stalls. Group members to organise 2 church stalls and 2 Christmas Fayre stalls as agreed.	1. Increase public awareness of RT by improving events profile (more stalls)	1. December 2019
	2. Make contact with PDE and Radio Scotland to share stories behind products.	2. Increase public awareness of RT by improving coverage in local media.	2. December 2019 – March 2020
	3. Send note via Church Bulletins reminding members of the shop and inviting them to buy Christmas presents.	3. Increased sales in the shop by raising awareness with churches and community groups.	3. November 2019
	4. Strengthen contacts with Renfrewshire and Glasgow Fair Trade Steering groups.	4. Improve links with Renfrewshire and Glasgow Fair Trade groups.	4. March 2020
	5. Strengthen contacts with UWS and College of West of Scotland.	5. Develop and improve links with UWS and College of West of Scotland.	5. March 2020
		6. Increase presence of stalls at events in Renfrewshire and Glasgow.	6. Ongoing throughout 2020

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	6. Check out 'What's On' calendars for Renfrewshire and Glasgow and identify appropriate events.		

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<b>Upgrade shop content, display and information</b>	1. Create a folder in the shop containing product stories – produce 5 stories per month	1.1 Better informed volunteers who can share stories with customers. 1.2 Increased shop sales.	29/10/19
	2. Create a Christmas display for shop: theme is Responsible & Sustainable Christmas. Products that highlight that could be: <ul style="list-style-type: none"> <li>• Chocolate from managed forests</li> <li>• Lanke Kade - no plastics</li> </ul>	2.1 Attractive shop display for Christmas. 2.2 Increased shop sales.	1/12/19
	3. Fundraise shortfall in funding for shop front repairs	3.1 Attractive shop front. 3.2 Increased shop sales.	31/1/20
	4. Encourage people to bring in plastic bags to use as stronger alternative to paper bags	4.1 Reuse plastic bags instead of going to landfill. 4.2 Alternative to newspaper bags that can break or get wet in rain.	29/10/19
<b>Schedule development sessions</b>			January 2020