

Position title:	Ignite Market Stall Assistant	Times:	Flexible to meet the needs of entrepreneurs with a minimum 6-month commitment
Report to:	Ignite Program Manager	Location:	Various locations across Sydney

About Settlement Services International (SSI)

SSI is a community organisation and social business that supports newcomers and other Australians to achieve their full potential. We work with all people who have experienced vulnerability, including refugees, people seeking asylum and culturally and linguistically diverse (CALD) communities, to build capacity and enable them to overcome inequality.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice - Equity and access for all
- Diversity - Respecting diversity and being non-discriminatory
- Compassion - Caring, empathy and respect for the dignity of others
- Respect - Co-operation and mutual respect

In delivering our services, we value:

- Quality - Dynamic, flexible and responsive service
- Ethics - Professional practices and accountability
- Innovation - Commitment to partnerships and excellence

Purpose:

The Ignite Small Business Start-ups Initiative facilitates small business creation for people from refugee and asylum seeker backgrounds, and people with disability, who want to start their own business or expand an existing one. Ignite entrepreneurs are supported one-one-one by a facilitator and linked to a Resource Team, made up of industry experts from the business community, including local business owners, chartered accountants, marketing specialists, insurance brokers, commercial lease and law experts, university business schools, economic development units in local councils, and chambers of commerce.

Ignite Market Stall Assistants support Ignite entrepreneurs to sell their products at markets, festivals, events and functions. Volunteers also work with Ignite facilitators and entrepreneurs to maximise sales, increase the customer base and provide feedback to help entrepreneurs grow their business.

Specific duties and responsibilities:

- Work with Ignite facilitators to support the sale of products during markets, festivals and/or events, including on weekends
- Liaise with Ignite facilitators and entrepreneurs to implement marketing strategies
- Provide feedback to Ignite facilitators on techniques to increase sales during events
- Provide information to Ignite facilitators on customer feedback regarding the product
- Promote entrepreneur products during events
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures

- Follow all reasonable directions provided by the Ignite Program Manager, or delegate

Skills, Knowledge & Experience:

Mandatory Background Checks:	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/> Current Resume <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/>
Essential Experience and Skills	<ul style="list-style-type: none"> • Experience selling products at markets, festivals and events days • Experience in retail and other modes of product sales • Confident, outgoing personality with an ability to easily engage with people in a sales environment • Good English skills for communication with customers
Desirable Experience	<ul style="list-style-type: none"> • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds • NSW Drivers Licence and own car available

Benefits:

Reimbursement – volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses.

Training – Volunteers are provided with access to SSI’s flexible, extensive and innovative training program and a program specific induction including:

- The Ignite Ecosystem of Support business model
- Ignite program information and the key characteristics of Ignite entrepreneurs

Being a member of the SSI Community – you will be kept up-to-date with all of SSI’s important news, events and opportunities

Authorisation:

Volunteer Name _____

Volunteer Signature _____ Date _____

Volunteer Program Signature _____ Date _____