



TOOLS FOR SOLIDARITY
GENERAL INFORMATION
FOR NEW VOLUNTEERS

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TFS GENERAL INFORMATION

Tools for Solidarity has been in operation for more than 35 years, with workshops in Belfast and Downpatrick, collecting unwanted tools and sewing machines which are refurbished and shipped out to projects in Tanzania and Malawi.

The workshops are staffed by local and overseas volunteers, who also support and work with a number of disabled volunteers.

To our new volunteers we try to provide as much as possible information, so you won't have problems upon arrival.

We hope that after reading this leaflet you will have a clear image of the project, your tasks and general rules both at work and house.

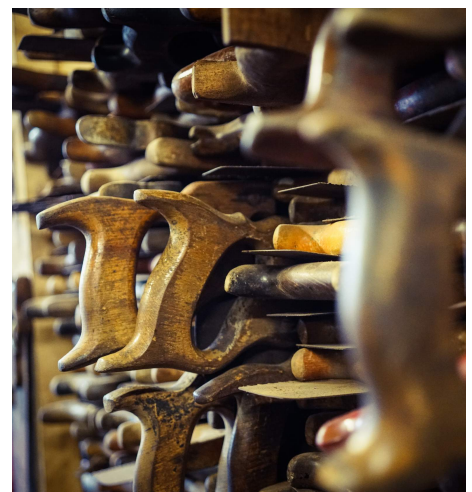
However, if you need to tell us something or still will have any questions, please do not hesitate and ask them during the interview/via e-mail.



TFS in numbers:

- 35 Years in operation
- Approx. 4 shipments per year
- more than 800 sewing machines
- and more than 2000 tools to refurbish annually
- 7 International Volunteers every year

With best regards,
Tools For Solidarity



TFS WORKSHOP

GENERAL INFORMATION AND RULES

1 Working hours

5 days a week
from 9:30 to 17:00
(including lunch and tea breaks)



2

Cooking

We prepare lunch each day
We all take turns cooking
We cook only vegetarian food

3

Cleaning

We clean the workshop once a week
We have a cleaning schedule



PLEASE NOTE

THE WORKSHOP IS COLD DURING WINTER, SO PREPARE WARM WORKING CLOTHES IN ADVANCE

also, while working your clothes may get dirty, so better not to wear your fashion-style pieces in the workshop

TFS WORKSHOP

SECTION'S TASKS, ADDITIONAL AREAS

Tools For Solidarity has 2 main sections for volunteers: Tools and Sewing



Tools

Section Tasks



refurbishing treadles for sewing machines



refurbishing and fixing collected tools



working with supportive volunteers



Sewing

Section Tasks



refurbishing treadle and electrical sewing machines



preparing refurbished sewing machines for shipment to Africa



refurbishing modern sewing machines for selling

PLEASE NOTE
BOTH OF THESE SECTIONS INCLUDE LIFTING HEAVY STUFF, SO IF YOU HAVE SOME HEALTH ISSUES, PLEASE LET US KNOW



TFS WORKSHOP

SECTION'S TASKS, ADDITIONAL AREAS

TFS has **additional areas** that volunteers can take part in
You can be involved in one or more of these areas of work
However, the main area of work is still Tools or Sewing Sections

Publicity

Area

writing posts for social media and website
make newsletters and others digital files for upcoming events and meetings



Fundraising

Area

helping to write funding applications/organising fundraising events



Education for Sustainable Development

Area

delivering an education programme in primary schools (children aged 10-11) looking at sustainability and social justice issues



Supported Volunteer

Area

working alongside and training local people with extra support needs – learning difficulties and/or mental health issues.
The area is mandatory for Tools section, but you can take part in it, even if you're from sewing section



Partnership

Area

helping to develop new projects overseas and to support existing partnerships in sub-Saharan Africa. Help to plan and prepare shipments of tools and sewing machines to projects.



Refugee/Asylum Seeker

Area

we aim to run a small number of training workshops in sewing machine and tool refurbishment for local Refugees, Asylum Seekers and other people marginalised in our society.

TFS VOLUNTEERS' HOUSE

GENERAL INFORMATION AND RULES

Volunteers' House is a place for 7 TFS's international volunteers
And that is why we have some rules to make our life together easier



we **clean** the house **every week**



we have **house meeting every 2 weeks** to discuss all schedules and other news



we **share meals**, and once, during a **working week**, you will **cook** for everyone a **vegetarian dinner**



you can **invite your friends over**, but don't forget that other people live in the house



for shared meals and other expenses we put **£10** in a "house bank" **every week**



there is **no need to bring blankets, pillows, and cases for them**, because we have these in the house, **as well as towels**



during **weekend** volunteers **cook for themselves**



each **volunteer has their own room** in the house



PLEASE NOTE

THE HOUSE IS A BIT COLD DURING WINTER TIME, BECAUSE HEATING WORKS ONLY 4 HOURS A DAY. THUS, PREPARE WARM HOUSE CLOTHES IN ADVANCE

TFS VOLUNTEER OVERALL CONDITIONS



Volunteer's Overall Conditions

- ✓ the service is for **12 months**, however, if it's the volunteer with fewer opportunities, the service may be shorter
- ✓ pocket money **£67 per week**
- ✓ working hours **from 9:30 to 17:00**
(including lunch and tea breaks)
- ✓ vacation days - **21 days a year** plus public holidays (around 10 days)
and **3 bridge days** during Christmas holidays
- ✓ volunteer cycle **to the workshop and back home**, which takes 30-35 mins
(bicycle is provided by TFS to the volunteer)
- ✓ you **cook vegetarian meals** with others both in the workshop and in the house
during the working week (during weekend you cook for yourself)
- ✓ you put **£10 per week** for food (dinners) and other expenses in the house
- ✓ you don't pay for the bills in the house - electricity, internet, heating

TFS FREQUENTLY ASKED QUESTIONS

If I can't or don't want to cycle, is it possible to take buses/walk to work?



Our organization is aimed for sustainability, thus we highly recommend to use only bicycles. However, you can take buses, but TFS won't pay for it.

Please let us know in advance will you use bicycle or not.

If I have a special diet, should I still cook for everyone?



Yes, even if you're on a special diet and won't share meals with others, you still have to cook for others both at the workshop and the house.

Please let us know in advance if you have any special diets.

Should I take waterproof clothes to cycle in Belfast?



Belfast gets rainy quite... a lot, so if you have waterproof clothes, please bring them along. However, TFS will provide you these clothes, if you don't have them. **Please let us know in advance if you need them or not.**

Do I need to bring my dishes?



No, unless you want to, but the house is full with different types of dishes and it's more than enough for 7 people in here.

Do I need to bring pillow and its cases, duvet and its covers?



It's also no, unless you want to, but each room has pillow and duvet for a person, and the house is full with different types of cases/covers.

How will I receive my pocket money?



Upon arrival you will open a bank account, so TFS can transfer your money to this account. It should be only in pounds (£).

Upon arrival how can I get from the Airport to the house?



Stephen will take you from the airport to the house.

PLEASE NOTE

IF YOU STILL HAVE SOME QUESTIONS LEFT, PLEASE ASK THEM DURING THE INTERVIEW OR VIA E-MAIL LETTER