

Role: E-Commerce Volunteer

Location: Any E-Commerce location or retail centre

Staff Member Link: E-Commerce Manager

Volunteers are asked to follow the hospice aims and values

- One Team, One Community
- Learning Never ends
- Compassion Takes Courage
- Every Moment Matters



Role summary

To assist the e-Commerce Manager with the operation of e-Commerce, including eBay and other online retail outlets.

What you will be doing:

Key activities include but are not limited to the following:

- To assist with the sorting, online investigating and listing of donations on to various online platforms
- To assist with packing and shipping of sold items to a high standard
- To advise on supplies of packaging materials to the management team
- To keep high standards of organisation and tidiness
- To assist with photographing items

What we ask of our volunteers:

- To participate in the hospice education programme and attend training courses as required
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To be friendly and approachable and work as part of a team
- To be committed and reliable
- Some roles require a DBS check

The benefits to you:

- Experience working with a forward thinking charity
- A sense of satisfaction and pride for helping to make a valuable difference
- Giving back to society and supporting local people
- Assist in developing skills and knowledge
- Meet new people
- Basic training will be provided and any additional role specific as necessary.

Your skills and attributes:

- Good IT skills including Microsoft and online platforms
- Administration experience
- You will be organised with an attention to detail