

# st elizabeth hospice

<b>Volunteer role:</b>	E-Commerce Volunteer
<b>Location:</b>	Any E-Commerce location or Distribution Centre
<b>Staff member link:</b>	E-Commerce Manager

## 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 uphold our hospice values:
  - One team, one community
  - Learning never ends
  - Compassion takes courage
  - Every moment matters
- Take part in training so you feel confident and supported in your role
- Respect confidentiality for patients, staff and fellow volunteers at all times
- Be friendly and team focused so everyone feels welcome and supported
- Stay committed and reliable to help the team run smoothly
- DBS checks for some roles to ensure safety and suitability

## The benefits to you:

- Be part of a forward-thinking charity and make a real impact
- Feel proud of making a difference in your community
- Give back locally and support people who need it most
- Build new skills and grow your confidence.
- Meet new people and join a supportive team
- Training provided so you feel comfortable and ready for your role

## Your skills and attributes:

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