

# st elizabeth hospice

<b>Volunteer role:</b>	Retail PAT Tester
<b>Location:</b>	Distribution Centres
<b>Staff member link:</b>	Distribution Centre Manager

## Role summary:

To support the retail department in the testing of donated electrical products and maximise income for St Elizabeth Hospice through the preparation and testing of donated electrical items.

## What you will be doing:

Key activities include but are not limited to the following:

- Test and check electrical products ensuring they meet and pass all the specific PAT testing criteria
- Prepare passed items ready for sale on site or in retail outlets
- Complete all associated records as defined by the PAT testing process
- Maintain and archive such records for audit and checks
- Maintain the area assigned for testing to be safe / functional
- Maintain and store all testing equipment ensuring its serviceability
- Highlight any test equipment due or over its annual inspection schedule to the duty manager
- Allocate tested and passed products for despatch to retail shops
- Arrange for failed products to be separated and made ready for collection for our re-cycle provider
- Advise the duty manager of any potential risks and hazards identified

## 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:

- Attention to detail and record keeping
- To be able to work in a team and a flexible working attitude.
- A knowledge of PAT testing is desirable, but training will be given.