

## Volunteer Role Profile

**Volunteer Role Type:** Online Volunteer

**Reports to:** Online Manager

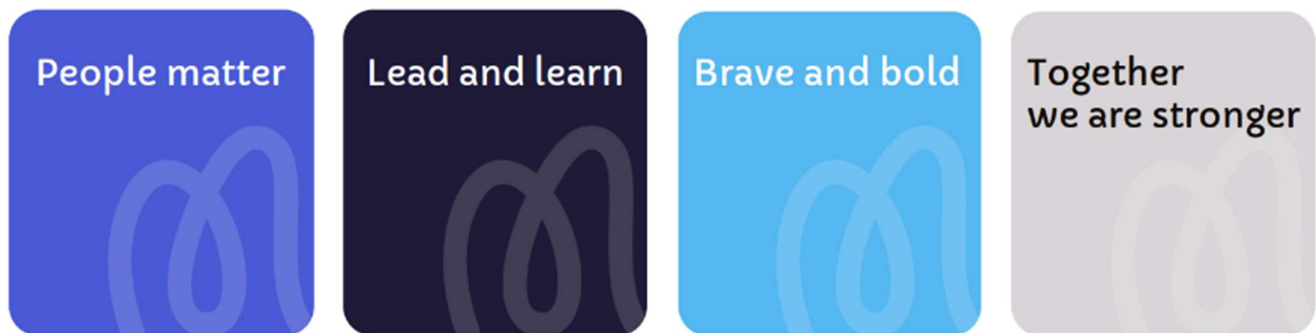
**Volunteering Hours:** Various hours (Minimum 3 hour shifts) Monday to Friday 9:00am – 16:00pm

**Department and Location of Volunteering:** Reddish (Unit A1 Bankfield Industrial Estate, Coronation street, Reddish SK5 7SE)

**Purpose of Volunteering Role:** To help raise vital funds to support patients with life limiting illnesses and their families across Greater Manchester by;

- ✓ Creating online listings using eBay and other online sales platforms.
- ✓ Taking photos of items for listing online.
- ✓ Researching items for history, purpose and value.
- ✓ Updating shop social media pages to engage with local communities.
- ✓ Packaging items for posting.

**The Volunteering Role will model our core values**



## Tasks and Activities to be Undertaken

- Picking orders for posting and dispatch.
- Internet research on items value.
- Writing exciting listings and taking great photos of items for selling.
- Packaging items for posting and dispatch.
- Undertake light housekeeping duties where requested.
- Complete training in relevant areas of volunteering role.

## Qualifications/Skills/Experience

- Friendly with good Communication skills.
- Reliable and flexible.
- Interest in online sales.
- Volunteers must complete annual mandatory eLearning; basic IT skills and access to a personal email address are required

### **Training and Support Provided**

- Manual Handling Training
- Mandatory Training
- Full training in all aspects of the volunteer role

### **Safeguarding**

Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.