



Sheffield's Hospice

Volunteer Task Profile Donation Centre – Warehouse Assistant

Volunteer Lead: Donation Centre Management Team

Flexible hours: 3 - 4 per shift

Available to: Volunteers aged 18+

Our shops are all based in the heart of communities across the city, as are our amazing volunteers and we couldn't do what we do without them. The Retail Department provides a third of St Luke's funds to support the people of Sheffield. We have 13 outlets on the high street across Sheffield and our newly opened Donation Centre; which is the hub for donations and processing donated stock and also where our e-trading site is based.

What does this role involve?

The majority of our shops do not have a lot of space to store donations, so our new Donation Centre is a vital resource to enable us to retain more stock, recycle items to generate income and help us continue to be there for Sheffield people when they need us most. You will help us to process donations ready to send out to our shops for sale. No previous experience is needed, as full training will be provided, in all aspects of the role, including health and safety, and all government COVID protocols.

This role involves moving and handling stock and standing for 3-4 hours, it is not a customer facing role.

How can you support us?

- ❖ Arranging donations into cages ready for stock to be sorted and graded by our volunteer sorters.
 - ❖ Ensure our volunteer stock sorters have enough stock at their stations by moving stock around the warehouse.
 - ❖ Organising sorted stock ready to be picked.
 - ❖ Identifying collectable stock to be sold on eBay and Amazon
 - ❖ Identifying poor quality donations for recycling.
 - ❖ Moving stock by manual operation of cages and wheel sets
 - ❖ Packing goods for distribution to our shops across Sheffield
 - ❖ Promote good working relationships within the team.
 - ❖ Be able to work on your own or as part of a team
 - ❖ Light cleaning duties, ensuring working areas are kept clean, tidy and safe at all times.
 - ❖ Be flexible, willing to learn and follow St Luke's guidance/processes
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How can we support you?

- ❖ *Give you* the opportunity to meet interesting and diverse people
 - ❖ *Encourage you* to give back to the community in a direct and meaningful way
 - ❖ *Assist you* to develop a portfolio of skills
 - ❖ *Help you* gain valuable experience and knowledge to support job applications
 - ❖ *Offer you* the opportunity gain a recognised qualification*
 - ❖ *Invite you* to our Volunteer Celebration Events
 - ❖ *Support you* with advice and provide references
 - ❖ *Provide you* with reasonable travel expenses in line with our Volunteer Policy
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**T&C's apply, please ask for more details*

Contact Information: Francesca Bradshaw; Senior Volunteer Coordinator

Email address; f.bradshaw@hospicesheffield.co.uk Phone; 0114 2357548