

**Online Shops eBay Packer & Lister Volunteer**

**REPORTS TO**: E-Commerce Manager

**HOURS OF WORK**: Variable, Monday to Friday (can include some Saturdays) Shifts flexible

**BASES**: 21-22 Wellington Parade, Blackfen Road DA15 9NB

 Reuse Building 5 Magpie Lane, (off Nathan Way) SE28 0FP

**SUMMARY OF VOLUNTEER ROLE**:

An exciting opportunity has arisen for a volunteer who has a passion for wrapping and packing with attention to detail; along with selling online products; and has a keen eye for all things unique.

You will be supporting the E-Commerce Manager to help run our online shops including Etsy, Ziffit and eBay.

You will be volunteering in a fun and growing team, to support the promotion of GREENWICH & BEXLEY COMMUNITY HOSPICE on-line sales.

**You will be assisting with:**

* Fulfilling and packing orders for dispatch
* Researching value of products for eBay
* Listing donated goods on eBay
* General cleaning/tidying work area

**Personal Qualities and Skills required to fulfil the role:**

* Friendly
* Flexible
* Reliable
* Reasonable IT skills
* Experience of selling on eBay helpful **but not essential**
* Keen eye for what’s trending and valuable
* Skills/expertise in defined areas such as gaming equipment, media, clothing, Bric-a-Brac etc,.

 **Training required to fulfil the role:**

Full training on how to weigh, pack and prepare items for posting

Full training on the use of eBay and our other on-line platforms.

**Mandatory Training included:**

Fire Safety Awareness

 Health and Safety

 Equality and Diversity

 Safeguarding

 Information Governance

**GENERAL GUIDELINES FOR VOLUNTEERS:**

1. We will reimburse reasonable travel expenses and provide a lunch allowance if you volunteer for 6 hours or more.

2. All volunteers will receive a handbook which outlines key information, it is the responsibility of the volunteer to read this book and sign to confirm.

3. In the event that a volunteer is unable to attend their allocated duty, they should contact the relevant staff member as soon as possible to notify them of the absence.

4. All volunteers are entitled to receive appropriate training and support to fulfil their role, this will be discussed and appropriate plans put into place by the Hospice.