

**Virtual on-line Lister Volunteer**

**REPORTS TO**: E-Commerce Manager

**HOURS OF WORK**: Variable, hours to suit your convenience

**BASES**: Volunteering from your own environment

**SUMMARY OF VOLUNTEER ROLE**:

An exciting opportunity has arisen for virtual volunteers who have a passion for selling online our donated products; and have a keen eye for all things unique.

The unique opportunity with this role is that you will not need to travel or attend a specific site to be involved in volunteering, you can become involved volunteering from your own home, work place or virtually anywhere. You will need to have access to the internet, PC/laptop/tablet/phone.

If you have skills/experience or a keen interest in different areas such as media, vintage clothing, the Arts, Bric-a-Brac and would love to put those skills to use to support our Hospice.

You will be supporting the E-Commerce team 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:**

* Researching information and value of products for our on-line sales platforms
* Listing donated goods/products on our on-line sales platforms

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

* Friendly
* Flexible
* Reliable
* Reasonable IT skills
* Experience of selling on-line 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 will be provided in the process of how virtually volunteering will operate.

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

On-going support will be provided.

**Mandatory Training included:**

Fire Safety Awareness

Health and Safety

Equality and Diversity

Safeguarding

Information Governance

**GENERAL GUIDELINES FOR VOLUNTEERS:**

1. Lunch allowance will be offered 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 unavailable to volunteer, they should contact the relevant staff member as soon as possible.

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.