

Volunteering Role Profile

Title of Volunteering Role:

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 Role:

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 Online Volunteer will role model our core values...

People
matter

Lead and
learn

Brave and
bold

Together we
are stronger

Tasks & 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.

Training & Support Provided:

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

St Ann's Hospice is committed to safeguarding and promoting the welfare of adults at risk and children.

Issue Date Mar 22, Review Date Mar 25



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

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Registered charity number 258085



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