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| Role Title: | **Online Team Volunteer** (minimum age: 16) |
| Location: | Searle Crescent, BS23 3YX (Behind Waitrose) |
| Suggested Involvement: | Whatever time you can offer;Monday to Friday between the hours 9am – 4pm |
| Line Manager: | Online Manager, 01934 642694 |
| Supervisor: | Assistant Online Manager |
| Purpose of role: | Assist Online Team to help raise vital funds for the Hospice by selling items on eBay, Magpie/Discogs and other internet sales platforms. |
| Main Tasks: | * Identify and research donated collectable/valuable items to sell online
* Photograph and present items ready to be listed
* Load items on to internet sites
* Safely package and dispatch sold items
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| Experience and/or skills: | ***For this role, ideally you would have****:** Working knowledge of online sales platforms
* IT literate
* Good organisational skills
* Good communication skills
* Enthusiastic
* eBay experience
* Knowledge of collectable/valuable items
 | ***We ask all our volunteers to:**** Be reliable
* Have a warm, friendly, adaptable, caring approach
* Be open-minded and tolerant of different lifestyles and values
* Be able to work within personal and organisational boundaries
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| Induction and Training: | * Induction and training with Line Manager or Supervisor
* Statutory / Mandatory training as required for role
* Orientation training session to be attended
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| Support and Supervision | * Supported and supervised by Online and Assistant Online Manager
* Ongoing support of Volunteer and Training Manager
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| Expenses: | We will reimburse you with any agreed out of pocket expenses incurred whilst carrying out this volunteer role in line with Weston Hospicecare’s expenses policy. |
| Practical considerations: | **This is a volunteer role with no contractual obligations.**Weston Hospicecare has a no smoking policy (inc. vaping/e-cigarettes) throughout the organisation, including all retail locations and hospice vehicles.  |