

## St Helena Hospice Volunteers

**VOLUNTEER ROLE DESCRIPTION**

<b>Role Title</b>	<b>Volunteer Ebay Assistants</b>
<b>Department/Shop</b>	<b>Ebay</b>
<b>Location</b>	<b>Angora, Colchester.</b>
<b>Reporting To</b>	<b>Ebay Shop Manager / Assistant Manager</b>
<p>All volunteers must be sympathetic to and be able to project the philosophy, vision and values of St Helena Hospice.</p>	
<p><b><u>ROLE SUMMARY</u></b>          To assist with the packing and dispatching of our purchased Ebay items along with listing items.</p>	
<p><b><u>MAIN DUTIES OF THE ROLE</u></b></p> <ul style="list-style-type: none"> <li>• Assist with the packing and dispatching of items.</li> <li>• List items online</li> <li>• Work as part of a busy team</li> <li>• Research items to help maximise income from the sale of donated goods.</li> </ul>	
<p><b><u>TRAINING &amp; SUPERVISION</u></b></p> <ul style="list-style-type: none"> <li>• Online health and safety training is mandatory</li> <li>• All training including Ebay operation will be provided.</li> </ul>	
<p><b><u>EXPERIENCE &amp; QUALIFICATIONS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>• Computer literate, knowledge of online selling beneficial</li> </ul>	
<p><b><u>PERSONAL QUALITIES</u></b></p> <ul style="list-style-type: none"> <li>• Flexible attitude</li> <li>• Good personality</li> <li>• Team Player</li> </ul>	

<b>Contact Details</b>	Volunteer Services Team
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