The aim of the role:

North Devon Hospice has a network of charity shops across North Devon that are supported by our dedicated warehouse team based at the Two Rivers Industrial Estate, Barnstaple. The warehouse is the storage hub where all donations are received, sorted and distributed to all our retail outlets.

What’s involved:

In Warehouse Two our dedicated volunteers sort clothing donations. Preparing them for sale in our various outlets by steaming, tagging, cubing and hanging clothes and processing Gift Aid details on to our online database to maximise our income. It is a fast paced environment involving lifting, twisting and some standing throughout the shift although we do provide high perch stools when required. The role can also involve undertaking any other tasks that may be requested or appropriate within the nature of the role.

An informal interview and taster session will be arranged to ensure you fully understand what the role entails, ensuring you feel safe in the environment and it will give us an opportunity to get to know you a little and you the chance to ask us any questions you may have.

Hours required:

We currently have two shifts a day available on Mon, Tues, Wed, Thurs, Fri and Saturdays

**Shift 1: 9am—12pm**  **Shift 2: 12:30pm—4pm**

Commitment to a regular shift, or shifts, per week is preferable.



**Warehouse Two**

**Retail Assistant Volunteer**

**Role Brief**

What the hospice can offer you:

 A safe, welcoming and supportive environment

 You will be part of a dedicated and friendly team

 The opportunity to utilise existing skills or develop & learn new skills

 The opportunity to meet new people

 The knowledge you are directly contributing to the care & support offered to our patients and their families we care for

 An induction & full training and guidance given on all aspects of the role

 Reimbursement of reasonable travel expenses

What you can offer us:

 An ability to work as part of a team in a fast paced environment

 An ability to work in a flexible and approachable manner

 Reasonable literacy & IT skills with a good attention to detail

 Be able to maintain confidentiality

 Good communication skills

 A willingness to undertake training and to follow NDH policies and guidelines

Next steps:

If you would like to join our warehouse team please contact our Volunteering Office for an informal chat: 01271 347226 or email us at:

volunteering@northdevonhospice.org.uk

Details of this role and all our current vacancies can be found on our website along with our volunteer application form and our equality monitoring form, which we require completed:

<https://www.northdevonhospice.org.uk/jobs-volunteering/working-for-north-devon-hospice/>

Please note: a Disclosure and Barring Service check is not required for this role, we will however require two character references.

If you have any questions about this role or any volunteering opportunities with the hospice please contact the Volunteer Office as above.