

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 all our clothing donations that are collected by our hospice vans or dropped off every day at the warehouse. It is a fast paced environment involving lifting, twisting and some standing throughout the shift although we do provide high perch stools when required. We pride ourselves on only offering for sale items that are in good repair and worthy to be on display in our shops. This takes a lot of effort, attention to detail and a passion for fashion. You will be preparing clothing ready to be sent to our shops across the region for sale. The main task is to **hand steam** every item along with tagging each item, size cubing and hanging clothes. The role may involve undertaking other tasks that may be requested or appropriate within the nature of the role and full training will be given for every aspect 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 have two shifts a day:

**Mornings: 9:30am—12pm Afternoons: 12:30pm—3:30pm**

We currently have a variety of shifts available from Mondays – Saturdays so please let us know your preferred day and shift, if you have one.

 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

 Free training in every aspect of your role and 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 comprehensive induction

 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.