

## St Helena Volunteers

### **VOLUNTEER ROLE DESCRIPTION**

<b>Role Title</b>	Volunteer Donation Centre Assistant
<b>Department/Shop</b>	Donation Centre
<b>Location</b>	Angora Business Park, Peartree Road, Colchester
<b>Reporting To</b>	Donation Centre Manager

#### **Volunteering at St Helena**

**We ask that all volunteers are sympathetic to and be able to project the philosophy, vision and values of St Helena.**

#### **The benefits of being a St Helena volunteer include:**

- The opportunity to develop new and existing skills and gain experience in the workplace
- The opportunity to make new friends with your peers and local communities
- The satisfaction of knowing you are making a difference to people facing incurable illness or bereavement
- Full support of a specified line manager within a dedicated team
- Volunteering has been proven to help improve mental and physical health and wellbeing and is therapeutic by keeping you active
- Regular news and updates about what's happening at St Helena so you feel part of the team
- Gives you a sense of purpose – the feel good factor!

#### **Role summary**

To work alongside of a busy team in a warehouse environment, assisting the Donation Centre team to maximise income from processing of stock.

#### **Main duties of the role**

- Sorting donated goods (will include moving/lifting heavy items of mainly sacks and occasionally boxes of donated clothing.) Help will always be at hand
- Ensuring recyclable goods are packed and stored in the appropriate place
- Placing items in the appropriate areas of the warehouse to ensure it is safe and tidy
- Cleaning duties to keep the warehouse clean
- Ensure that Hygiene, Health and Safety, and Fire Regulations are adhered to at all times

#### **Training & supervision**

All required training, including, gift aid and health & safety will be provided.

#### **Experience & qualifications required**

- Some charity retail experience would be advantageous but not essential as full training will be given

**Personal attributes**

- Passionate about St Helena
- Attention to detail
- Excellent communication skills
- Ability to lift heavy items
- Reliable and trustworthy
- Able to work as part of a team
- Welcoming and friendly outlook