

Inpatient unit supplies driver & stock assistant volunteer



Location:	Peace Hospice, Peace Drive, Watford, WD17 3PH
Time commitment:	2 x sessions per week of 2-3 hours, morning till early afternoon Wednesday & Friday

Rennie Grove Peace Hospice Care (RGP) vision

We will support people of all ages who are affected by a progressive life-limiting illness, and those who care for them, to live as well as possible by providing choice and ease of access to a wide range of palliative care and bereavement services across west Hertfordshire and Buckinghamshire.

Purpose of this role

To ensure timely delivery of NHS supplies to and from the Inpatient unit at the Peace Hospice using own car and support with stocktakes and restocking of medical and non-medical supplies.

Main tasks

Wednesday approx. 12pm-2pm

- Reviewing an allocated email account, which will have the stock orders required for the inpatient unit and community services.
- Checking the store cupboards on the IPU to ensure the stock required is not already on site.
- Complete orders for outstanding stock

Friday approx 10am-1pm

- Check delivered stock against the order forms
- Place Inpatient Unit and community stock in allocated store rooms
- Distribute where required around PHC building.

- Deliver any community stock to required base – last Friday of the month to Rennie House, Tring, Grove House, St Albans, Gillian King House, Chalfont St Giles.

What are we looking for?

Bullet point summary of main skills/qualities we are looking for

- 18+
- Be organised and methodical.
- A friendly, calm, outgoing manner and ability to communicate with a range of people
- Be able and willing to maintain strict confidentiality at all times
- Be reliable, punctual, honest and trustworthy
- Be flexible and an understanding that plans may change at short notice
- Willing to undertake additional, mandatory training when requested
- Computer literate, familiar with Microsoft packages

Other requirements

- Clean and current driving licence
- Fully comprehensive insurance with voluntary driving declared on policy
- If using your own vehicle, it should be taxed, MOT tested and roadworthy
- Please note we will need evidence of the above documents and will undertake a DVLA licence check.

Training and support

- there will be a named line manager who will provide ongoing support
- there will be some mandatory training that you will need to complete at the start of your volunteering with us and then periodically afterwards as refresher training
- we will ask you to complete an online data security training module to help with your understanding of data protection and confidentiality
- your line manager will organise training specific to your role

What you need to know

- you will complete a volunteer application form and we will need to see a form of ID before you get started
- we welcome everyone and will make reasonable adjustments should they be needed
- we will pay reasonable expenses incurred, should you wish to claim them
- we rely on the commitment of our volunteers to support our services, however we understand that you may sometimes need to take a break from your volunteering. When you are ready to return, your line manager will meet with you to talk about the

role and make sure it is still right for you, and may ask you to complete some refresher training.

For more information please contact the volunteering team on 01727 731020 (Grove House, St Albans), or 01923 330330 (Peace Hospice, Watford),
volunteers@renniegrovepeace.org