

# “Bought in goods” distribution volunteer



Location:	Bainbridge House, Berkhamsted, HP4 1EH
Time commitment:	Half to one day a week

## 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

Our Retail and trading team work tirelessly to help raise the funds we need to support local patients and their families. We buy a range of specially selected new products to complement our donated items, and these are distributed to each of our 33 shops for sale. The team really need volunteers to help them make this process as quick and efficient as possible.

## Main tasks

Sort, pack and prepare Bought-In Goods for transportation to our shops across Bucks and Herts. This includes:

- allocate the items to our shops and offices
- pack products ready for delivery to our retail shops
- stocktake and stock counting to ensure that the stock levels reconcile
- replenish stock using picking sheets from our product management system
- maintain dispatching records
- housekeep the Bought-In Goods area in the distribution centre

## What are we looking for?

- someone who is happy to follow a well-defined process, who has good attention to detail
- someone who is organised and methodical and will enjoy being part of our busy retail and trading hub

## 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
- 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](mailto:volunteers@renniegrovepeace.org)