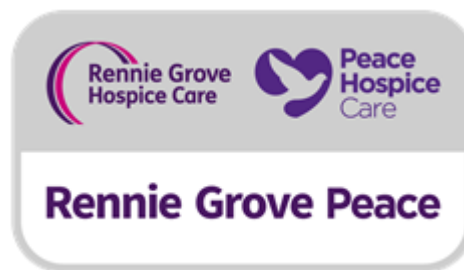


Ecommerce lister volunteer



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

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 listers prepare eye-catching and engaging listings on our online platforms, with the aim of maximising the income from every item.

Our listers volunteer with the Ecommerce team based in our retail office. The team work together to source, list, pack and dispatch good quality donations. The money raised from the sale of these items helps fund patient care in your local community. We sell on a variety of online platforms, including eBay and Vinted, making the most out of every donation, and contribute to the recycling and reuse of pre-loved items, keeping them out of landfill.

We are a busy and friendly retail team of staff and volunteers, working in a fast-moving environment to meet demanding deadlines.

Main tasks

- researching donated products using internet sites and reference books
- taking high quality photos on a smart device
- uploading photos and writing engaging, accurate and eye-catching listings
- striving to maximise the income we receive for each item to support our patient care
- all listings are checked before they are posted

What are we looking for?

- a keen interest in online shopping and selling platforms
- good computer skills and familiarity with using a smart device to take and upload photos
- an excellent standard of written communication
- someone who can follow a set of instructions and processes accurately with attention to detail
- someone who enjoys working as part of a busy, dynamic team in a fast-working environment
- enthusiastic, adaptable and flexible volunteers who want to help increase our sales
- age 16+

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 01923 330330 or 01727 731020, volunteers@renniegrovepeace.org