

## Volunteer Assistant Manager – Leyburn Shop

St Teresa's Shop in Leyburn is seeking volunteer applicants to assist the manager in the day to day running of the shop

- Minimum commitment 6 hours per week
- Multiple posts available

Organisation: St Teresa's Hospice (independent registered charity)

We are a forward thinking, inclusive registered Charity with inpatient, outpatient and community services, providing care and support to palliative patients and their families in their own homes and at St Teresa's Hospice. We are looking for a volunteer assistant manager to join our Leyburn shop.

You should be able to commit to a minimum of 6 hrs per week – one full day between 10am and 4pm.

### Important application info:

Successful volunteer applicants are required to provide a basic disclosure. Disclosure expense will be met by St Teresa's Hospice.

### Main duties of the job

To assist the manager with the day to day running of the shop, to help customers and donors to identify their need and act upon it.

To ensure the safety of the building and volunteers, to run the store to the standards expected and maintain a level of safety and security for the staff, volunteers and the building

Essential skills include:

- Good listening and communication skills
- Administrative skills
- Ability to work in a team
- Experience in public-facing role, hospitality or administration is desirable, but not essential.
- Training and Support will be given

Tasks include:

- Welcoming and greeting customers
- Being available to assist at all times
- Pricing, selling, restocking and merchandising to maximise profit
- Cash handling/banking

- Receiving and processing donated goods
- Gift aid – collecting, recording information from new and existing donors
- Communicating with other hospice departments to ensure that the customer is signposted to the right service
- Maintaining standard in the store with general housekeeping

Please see the task profile for further details, which is available from our website at

<https://darlingtonhospice.org.uk/volunteering/>

## About us

Join an organisation where we all work together for a shared charitable goal, with a community feel and an inclusive culture.

To apply:

**You can download the application form at:** <https://www.darlingtonhospice.org.uk/volunteer/>

Please submit your completed application form via post or by hand to **HR Dept, St Teresa's Hospice, The Woodlands, Woodland Road, Darlington, DL3 7UA**, or by email to [hr@darlingtonhospice.org.uk](mailto:hr@darlingtonhospice.org.uk)

**Closing date for completed applications:** This volunteer vacancy advert will close as soon as sufficient applications have been received. Please apply for this role as soon as you can, if interested.

For more information about the role, please contact the HR Office on 01325 254321.

St Teresa's Hospice complies with GDPR during the recruitment and selection process. For information on how we process your data, please see the St Teresa's Hospice Privacy Notice – recruitment, which is available from our website at <https://www.darlingtonhospice.org.uk/jobs/>

St Teresa's Hospice has accreditation as a Disability Confident Employer. We are committed to giving opportunities to disabled people, and we encourage applications from all sectors of the community.