

Volunteer eBay Assistant

St Teresa's Hospice Retail Department is seeking volunteer applicants to assist in the day to day running of the eBay shop

- Minimum commitment 4 hours per week
- Flexible between 10am and 6pm Mon-Fri
- 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. Fundraising and retail sales support the running of our hospice. The Hospice operates an eBay Charity Shop to help generate income from donated goods. We are looking for Volunteer eBay Assistants to join our retail team and assist in the day to day operation of the eBay shop, the role is based at St Teresa's Hospice Superstore on McMullen Road, Darlington.

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

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 help evaluate stock donated as to its saleable worth.
- To clean and restore goods to help ensure best prices are secured.
- To photograph goods using equipment provided.
- To list items with detailed and accurate descriptions.
- To pack items very carefully to ensure no damage is caused.

Essential skills/qualities include:

- Computer literacy with knowledge of eBay and email, or a willingness to learn these skills.
- Calm and willing.
- Willing to learn how to assess an item's value.
- Ability to use a camera to best show an item's quality

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

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.