

## Volunteer Task Profile

### Volunteer eBay Assistant

Background	The Hospice operates an eBay Charity Shop in order to generate income from donated goods. This volunteering role is part of our retail team and will assist in the day to day operation of the eBay shop.
Role Title	Volunteer eBay Assistant
Line Manager (job title)	Retail Operations Manager
Other key volunteering relationships	eBay Coordinator
You will need to be:	<ul style="list-style-type: none"> <li>• Computer literate with knowledge of eBay and email, or a willingness to learn these skills.</li> <li>• Calm and willing.</li> <li>• Willing to learn how to assess an item's value.</li> </ul>
You will need to have (skills):	<ul style="list-style-type: none"> <li>• Ability to use a camera to best show an item's quality would be helpful.</li> </ul>
Qualifications, professional skills, and accreditations/memberships/registrations	None Required
Tasks include (but are not limited to):	<ul style="list-style-type: none"> <li>• To help evaluate stock donated as to its saleable worth.</li> <li>• To clean and restore goods to help ensure best prices are secured.</li> <li>• To photograph goods using equipment provided.</li> <li>• To list items with detailed and accurate descriptions.</li> <li>• To pack items very carefully to ensure no damage is caused.</li> </ul>
Time commitment	Minimum one session each week of at least four hours – pattern flexible - between 10 and 4pm Monday to Friday
Disclosure required	Basic
General Requirements	<p>Reliable</p> <p>Induction and mandatory training will be provided</p> <p>Must comply with St Teresa's Hospice Policies and Procedures</p> <p>All volunteers are required to provide proof of ID and satisfactory references</p>