

Retail Admin Volunteer

St Teresa's Hospice, Darlington is seeking volunteer applicants to assist the Retail Department.

- Minimum commitment 6 hours per week

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

Are you looking for an exciting challenge? Would you like to support a dynamic team who will appreciate your experience, skills and talent? Are you organised and motivated with excellent administrative skills and a good telephone manner? You might be a perfect addition to our team.

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.

Tasks include:

- Responding to general enquiries
- Making follow up telephone calls
- Logging details for collections and deliveries
- Responding to shop requests
- General office tasks, e.g. photocopying and filing

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

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 Yvonne Macdonald at St Teresa's Superstore on 01325 488701.

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

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.