

## Volunteer Task Profile

### Volunteer Driver's Assistant

Background	To assist the driver with the delivery and collection of goods to and from the Superstore (warehouse), St Teresa's Hospice charity shops, members of the public and businesses. To sort and organise donated goods and assist with lifting and handling of large and valuable goods.
Role Title	Volunteer Driver's Assistant
Line Manager (job title)	Retail Operations Manager
Other key volunteering relationships	Shops Operations and House Clearances Manager
You will need to be:	<ul style="list-style-type: none"> <li>• Professional</li> <li>• Motivated</li> <li>• Reliable</li> </ul>
You will need to have (skills):	<ul style="list-style-type: none"> <li>• Good listening and communication skills</li> <li>• Ability to work in a team</li> </ul>
Qualifications, professional skills, and accreditations/memberships/registrations	<ul style="list-style-type: none"> <li>• Manual Handling Experience</li> <li>• Training and Support will be given</li> </ul>
Tasks include (but are not limited to):	<ul style="list-style-type: none"> <li>• Sorting donated goods.</li> <li>• To collect donated goods, including items of furniture, from members of the public's homes and deliver to various Retail locations following Hospice procedures.</li> <li>• To move goods between various shops as requested.</li> <li>• Assisting with lifting and handling, including manual handling.</li> </ul>
Time commitment	Minimum of one 6 hour session per week between 10am-4, Mon to Fri
Disclosure required	None
General Requirements	<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>
Driving Status	Not required