

Retail Admin Volunteer

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

Minimum commitment 4 hours per week

Available locations: St Teresa's Hospice Superstore and Warehouse, McMullen Road

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. St Teresa's Hospice shops, warehouse and superstore are a vital part of the hospice operations, generating revenue to support the valuable services the hospice provide.

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

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:

- 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

Essential skills/qualities include:

- Welcoming and professional
- Organised and motivated
- Reliable
- Respectful of and committed to confidentiality, equality and diversity
- A good communicator General IT experience
- Good telephone manner

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 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 <http://darlingtonhospice.org.uk/work-with-us/>

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.



 St Teresa's Hospice | Our Values

Our Values are our core beliefs.
They explain who we are, how we work, what we believe in and stand for:

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A welcoming space
Creating a safe, shared and inclusive space where everyone feels valued and respected.
- 

Dedicated to care
At our very heart is holistic care, comfort and dignity for all.
- 

Compassion in all we do
Everything is centred on empathy, kindness, understanding and respect.
- 

Support at every stage
We offer assistance, encouragement and guidance to everyone throughout their personal journey.
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Excellence in everything
Delivering professionalism and the highest of standards in everything we do.