



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER TITLE: Retail Volunteer (E-Commerce)

VOLUNTEER LINK: Daniel Armstrong (E-Commerce Officer)

Aims: To support the E-Commerce function of the retail department through assisting with preparing and dispatching orders.

When / Where:

- Flexible Days (Monday – Saturday) – weekly ideal
- Flexible Times 9am – 12pm approximately.
- Kingston Park

Main Tasks:

- Preparing and packaging items for dispatch
- Ordering and dispatch paperwork
- Courier liaison

Personal Qualities / Skills / Experience:

- Comfortable with manual handling (training provided)
- Comfortable working as part of a busy, friendly team
- Ability to model our values and standards of behaviour
<https://www.stoswaldsuk.org/who-we-are/our-vision-mission/our-values-standards-of-behaviour/>

Essential Processes/ Training (Internal Info):

- Mandatory Training (Non-Clinical)