

Volunteering with Wakefield Hospice...

Role Description:

Wakefield Hospice Distributions Centre - Administration Assistant

Volunteer role in: WH Distributions Centre

Volunteer responsible to: Distributions Centre Manager

Volunteering location: WH Distributions Centre - Tadman Street Wakefield

Supported by: Distributions Centre Manager / Volunteer Services

Summary of Role:

To assist with a range of admin / clerical tasks associated with the Distributions Centre and retail operation, including data entry, online sales and stock management.

Usual role hours/shift:

Varies - The Distributions Centre is typically open Monday - Friday 8.30am - 4.00pm

Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Distributions Centre Manager or the Volunteer Services department as soon as possible.

Volunteers may be asked to help with:

- Stock control / preparation of new goods for distribution
- Processing and issuing stock on Ring-A-Till
- Selling surplus stock (CD's & DVD's) online
- Other admin/clerical duties concerned with WH Retail

Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their families and carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly
- Participate in mandatory training and training deemed necessary for specific roles

Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory training

Person Specification / skills required

Volunteers in this role need to have basic knowledge of office procedures be competent in computer operation. Accuracy, attention to detail and the ability to work as part of a team are essential.

To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Coordinator.

Email: vs@wakefieldhospice.co.uk

Post: FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS