

# Volunteer Role Profile



Volunteer Role	<b>Shift Lead Volunteer</b>
Volunteer Manager	<b>Shop Manager</b>
Where you will be based	<b>Shop</b>

## Why we want you

We're seeking friendly, reliable individuals aged 18 or over who want to make a difference in their community by helping their local Oxfam shop to stay open for as long possible. We need people to open and close the shop, and ensure volunteers know what tasks to undertake so the shop can run smoothly.

No prior experience is needed, as we provide full training. If you're open to learning, enjoy working with others, and have a passion for helping people, you'll fit right in!

You have the time to become a volunteer in your community; you might be looking for work experience, the opportunity to meet new people, or keep active.

**By volunteering with us in one of our amazing retail spaces you will be raising essential funds for Oxfam - all whilst learning new skills and meeting some incredible people.**

## What you will be doing

- Undertaking shop related tasks agreed with the Manager, for example:
- Opening or closing the shop.
- Ensuring that the shop is ready to trade or cashing up at the end of trade
- Allocating tasks to members of the volunteer team.
- Selecting, sorting, and pricing donated stock.
- Chatting to customers, giving great service on the till.
- Researching valuable and vintage stock.
- Visual merchandising: creating eye-catching window and in-store displays.
- Photographing and listing items for the online shop.
- This role may include occasionally lifting boxes. We prioritise a safe working environment and provide comprehensive health and safety training to all volunteers.

## The skills you need

- We ask that you are reliable and on time for your volunteering
- Full training and support is given for this role - no prior experience is

required

- Happy to be part of a team and collaborate effectively with others
- Confident communicator

### **What's in it for you**

- Some lunch and travel costs paid (speak to the Manager first to understand what is covered)
- Access to training and development
- Grow your confidence and meet new people
- Flexible volunteering schedules that fit your lifestyle
- Free confidential support by the Retail Trust
- Possible references for future employers

### **Disclaimer**

Additional information:

- We warmly welcome everyone to apply and are dedicated to creating an inclusive and diverse environment. If you have any particular needs, please talk to the Manager, and we can consider possible adjustments.
- We conduct ID checks for all volunteers and require one reference upon application. If you have any difficulties providing a reference, please speak to a manager for assistance.