

St Helena Volunteers

VOLUNTEER ROLE DESCRIPTION

Role Title	Volunteer Ecommerce Assistant
Department/Shop	Ecommerce
Location	19 Westside Centre, London Road, Stanway, Colchester CO3 8PH.
Reporting To	Ecommerce Manager
<u>Volunteering at St Helena</u> We ask that all volunteers are sympathetic to and be able to project the philosophy, vision and values of St Helena. The benefits of being a St Helena volunteer include: <ul style="list-style-type: none">• The opportunity to develop new and existing skills and gain experience in the workplace• The opportunity to make new friends with your peers and local communities• The satisfaction of knowing you are making a difference to people facing incurable illness or bereavement• Full support of a specified line manager within a dedicated team• Volunteering has been proven to help improve mental health and wellbeing and is therapeutic by keeping you active• Regular news and updates about what's happening at St Helena so you feel part of the team• Gives you a sense of purpose – the feel good factor!	
<u>Role summary</u> To assist with the packing and dispatching of items purchased online by customers, and listing items for sale on St Helena online platforms.	
<u>Main duties of the role</u> <ul style="list-style-type: none">• Assist with the packing and dispatching of items• List items for sale on St Helena online platforms• Work as part of a busy team• Research items to help maximise income from the sale of donated goods	
<u>Training & supervision</u> All required training, including Ebay operation and health & safety will be provided.	
<u>Experience & qualifications required</u> <ul style="list-style-type: none">• Computer literate• Some knowledge of online selling would be beneficial	

Personal attributes

- Passionate about St Helena
- Attention to detail
- Excellent communication skills
- Personable and approachable
- Reliable, trustworthy and flexible to meet the demands of the business
- Team player with a friendly outlook