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| Role title | Online Sales Volunteer |
| Responsible to | Retail Team |
| Location | Market Street, Hindley |
| Purpose of role | To undertake tasks to ensure our online sales run as effectively as possible and expands in time. |
| When role to be carried out | Monday – Friday - 9am – 12.30pm/12.30pm-3pm  A minimum commitment of one half day shift per week |

**Confidentiality:**

Volunteers will be subject to the Hospice Confidentiality Policy and to the requirements of the Data Protection Act (1998) and General Data Protection Regulation, thus maintaining the confidentiality of all information obtained during the course of volunteering for Wigan & Leigh Hospice.

**Main Responsibilities include (but are not limited to):**

* Sorting items suitable for selling online
* Photographing items for sale
* Researching value of items
* Listing items online
* Answering online queries
* Packing and wrapping items ready for delivery

**Training and support**

* Attend any relevant training and refresher sessions
* Undertake Mandatory training as relevant to your role
* Full support will be provided from the retail team

**Personal skills**

* Good communication skills
* Basic computer literacy-training will be provided.
* A love of clothes
* Ability to work independently
* Enjoy working as part of a team
* Trustworthy and reliable.
* Are committed to the values of the Hospice – Compassion, Accessibility, Respect, and Excellence.