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| Role title | Bygone Times Retail Volunteer |
| Responsible to | Retail Team |
| Location | Market Street Hindley. Bygone Times Eccleston |
| Purpose of role | To undertake tasks to ensure our Bygone Times stall runs as effectively as possible and expands in time. |
| When role to be carried out | 7 days a week between 10am & 5pm. Minimum of one 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 at our Hindley eBay site suitable for selling at Bygone Times.
* Labelling, pricing and cataloguing items for sale.
* Driving to Bygone times to display items for sale, rotate and replenish stock periodically.
* Collect sales receipts and invoices from Bygone Times sales office.
* Researching value of items.

**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**

* Valid driver’s licence and own transport
* Good communication skills
* Basic computer literacy-training will be provided if necessary.
* A love of collectables
* 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.