VOLUNTEER ROLE DESCRIPTION

Charity Shop Volunteer

Location: Kidney Research UK, Charity Shops (Cardiff, Dalkeith, Exeter and Redcar
Reporting to: Shop Manager
Suggested involvement: Various days and hours to suit, Monday to Saturday

Main Purpose of the Role:

To provide support to the Shop Manager and other volunteers in our charity shops.

Main Tasks:

• Sorting donations received.
• Creating eye catching displays within the shop.
• Preparing donated items for sale.
• Dealing with customers enquiries and serving customers on the till.
• Sourcing other donations for the shop to sell.

General:

• Support staff and volunteers with any other tasks during the working day.

Person Specification:

Essential

• Organisational and communication skills.
• Ability to work on own initiative.
• Attention to detail.
• Neatness and accuracy.
• Ability to work as part of a team.
• Responsible and reliable.

Desirable

• Creativity to find ideas to help increase profit in the shop
**Additional Information:**

**Location of activity:**
These roles are available in our four charity shops in Cardiff, Dalkeith, Exeter and Redcar

**Initial Commitment:**
We would like the volunteer to be involved for a minimum of three months

**Selection Procedure:**
All individuals will be invited to participate in a selection meeting to discuss further their skills, interests and experience

**Induction and Training:**
The volunteer will be required to undertake training relating to the role and this would be discussed with the individual's line manager. Information will also be provided detailing further information about Kidney Research UK helping familiarise them with the work of the charity.

**Support and Supervision:**
The lead volunteer will be fully supervised and supported by their line manager in all their activities and will be asked to attend regular support meetings.

**Note:**
If you have a disability which means you are unable to meet some of the volunteering requirements, please address this in your application. If you meet all the other criteria you will be short-listed and we will explore jointly with you if there are ways in which the volunteering role can be changed to enable you to meet the requirements.