

Volunteer Role Description: **Online Sales Assistant – Restore (Chichester)**

Role Title	Online Sales Assistant
Location of Position	Stonepillow Restore , Unit 3, Plot 27 Terminus Road, Chichester , PO19 8UE
Responsible to	Project Manager, Project Worker
Purpose/Summary of Role	To assist Stonepillow Revive or Restore with online sales
Description of Tasks	<ul style="list-style-type: none"> • To list items on the Stonepillow eBay account • To identify stock on the shop floor for eBay • To research unique items to decide whether they have any online value • To assist with other online sales i.e. Ziffit, Music Magpie etc • To assist with the packaging and sending of sold items • To provide training to other volunteers
Time Commitment Sessions Available	Flexible hours between 9am – 5pm, a minimum of one session a week. Monday to Saturday (Restore)
Skills Required	<ul style="list-style-type: none"> • IT literate with some experience of using eBay • Good communication skills • Reliable • Non-judgmental attitude
Training and Support	Initial induction and ongoing training provided
Benefits	<ul style="list-style-type: none"> • Full induction provided • Gain experience within a charity • Personal satisfaction • A willingness to pass on skills
Application Procedure	<ul style="list-style-type: none"> • Complete and return Application Form • Attend induction meeting • Trial Period
Contact Information	Administrator: admin@stonepillow.org.uk 01243 537934

Please note that volunteers must be a minimum of 18 years old.