

Volunteer Role Description: Shop Floor and Admin Assistant - Revive

Role Title	Shop floor and admin assistant
Location of Position	Stonepillow Revive , 6 High Street, Bognor Regis , PO21 1SR
Responsible to	Project Worker, Project Manager
Purpose/Summary of Role	To provide admin support at Revive and assist in the day to day running of the Retail volunteers
Description of Tasks	<ul style="list-style-type: none"> • To assist the Project with recording of sales, cataloguing donations and recording gift aid certificates • To assist with the booking of collections and deliveries • To mentor new trainees in shop assistant duties • To support the project staff • Cash handling • Follow procedures set out
Time Commitment/Sessions Available	Flexible hours between 9am – 5pm, a minimum of one session a week, preferably Saturdays Open from Tuesday to Saturday
Skills Required	<ul style="list-style-type: none"> • Basic knowledge of Microsoft Office and Excel • Confident with answering telephone calls and greeting visitors • Good communication skills • Reliable • Non-judgmental attitude • A willingness to pass on skills • Experience of working/volunteering in a retail environment
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 • Helping vulnerable people
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.