

## Volunteer Role Description:

### Van Assistant – Revive (Bognor) or Restore (Chichester)

<b>Role Title</b>	Van Assistant
<b>Location of Position</b>	<b>Stonepillow Revive</b> , 6 High Street, <b>Bognor Regis</b> , PO21 1SR or <b>Stonepillow Restore</b> , Unit 3, Plot 27 Terminus Road, <b>Chichester</b> , PO19 8UE
<b>Responsible to</b>	Project Manager, Project Worker
<b>Purpose/Summary of Role</b>	Under the supervision of the Van Driver to assist with collection of donated items of furniture, clothing, books, crockery etc. Delivering items which have been purchased, dealing with customers and donators in a professional, courteous manner to uphold the reputation of Stonepillow
<b>Description of Tasks</b>	<ul style="list-style-type: none"> <li>• Assist in the lifting and moving of furniture and other items safely and professionally</li> <li>• Assisting with the planning and routing of the vehicle following sales or enquiries from members of the public</li> <li>• Maintain a polite and courteous service to customers and donators</li> <li>• Carry out basic vehicle checks as set out by law together with housekeeping tasks and help with the general maintenance of the vehicle</li> <li>• To abide by manual handling standards</li> <li>• To provide training to other volunteers</li> </ul>
<b>Time Commitment Sessions Available</b>	Flexible hours between 9am – 5pm, a minimum of one session a week. Tuesday to Saturday (Revive) Monday to Saturday (Restore)
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Good Communication Skills</li> <li>• Reliable</li> <li>• Non-judgmental attitude</li> <li>• A positive and real wish to pass on knowledge and skills</li> </ul>
<b>Training and Support</b>	Ongoing training provided
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Full induction provided</li> <li>• Increase skill base</li> <li>• Gain experience within a charity</li> <li>• Personal satisfaction</li> </ul>
<b>Application Procedure</b>	<ul style="list-style-type: none"> <li>• Complete and return Application Form</li> <li>• Attend induction meeting</li> <li>• Trial Period</li> </ul>
<b>Contact Information</b>	Administrator: <a href="mailto:admin@stonepillow.org.uk">admin@stonepillow.org.uk</a> 01243 537934

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