

Title: Volunteer eBay Listing and Social Media Assistant

Location: The Hope Centre Charity Shop, 59-61 Abington St, Northampton NN1 2AW

Purpose of the role: Assist in the effective operation of the Hope Centre Charity Shop by listing high value items on eBay.

Hours: The ideal volunteer will be able to commit at least 2 hours, 2-3 days per week on Monday or Wednesday to the Charity Shop.

What tasks may be involved?

- Listing high value donations to the Charity Shop onto eBay
- Taking photos of the clothing/items
- Posting adverts to the Charity Shop's social media
- Write and post accurate and complimentary descriptions of the items

What qualities or skills would be useful?

- Good IT skills (eBay, social media sites, Microsoft Office)
- Customer service skills
- Be able to work as part of a team environment
- Previous experience working or volunteering in a customer facing position
- Your own laptop

Our expectations:

- Must be reliable and trustworthy
- Must be able to relate to staff and volunteers
- Must have a flexible approach towards undertaking relevant tasks
- Must respect boundaries and confidentiality
- Must not discriminate
- Must develop a good understanding of Health and Safety regulations

What would the benefits be for me?

- Induction to the Hope Centre
- Access to training
- Gain experience and new skills
- Enhancement for your CV
- Regular news updates
- Support sessions
- Open door policy to the Volunteer Coordinator and Support Team
- Encouragement to try new things
- Reference after 8 weeks
- Be part of a team with a good ethos
- Increased confidence
- Meeting new people



Volunteer eBay Listing & Social Media Assistant
– 1015743

