

DISTRIBUTION CENTRE: RECYCLING SUPPORT

VOLUNTEER

Line Manager: Distribution Centre Manager/Supervisor

Location: Retail Distribution Centre, Plympton

A great opportunity for someone with a keen interest in recycling to assist with donations received, to help raise vital funds for St Luke's Hospice Plymouth. Recycling is an integral part of our fundraising. Different streams of recycling include stamps, metal, cardboard, mobile phones and much more.

Your role

- Supporting the team to identify donated items received through the Distribution Centre, suitable for recycling if not suitable for sale
- Sortation of recycled goods to distribute to dispatch areas ready for collection
- To capture Gift Aid items and to sign up new Gift Aid

Your qualities

- Reliability, flexibility, enthusiasm and an eye for detail
- Understanding or interest in recycling
- Interest in helping to raise vital funds for St Luke's Hospice Plymouth
- Fork lift counterbalance experience desirable, but not essential
- A 'can do' attitude and willingness to help where needed.

How we work together

Volunteers are a valued and vital part of St Luke's

What volunteers can expect from St Luke's Hospice Plymouth

-
- To be valued and treated with respect
- To receive the appropriate induction and training
- To be supported in the role, with a clear explanation of what it involves

St Luke's Volunteer Services

Tel: 01752 401172 • Email: volunteer@stlukes-hospice.org.uk

www.stlukes-hospice.org.uk/volunteering

Reg Charity No. 280681

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- To have adequate supervision in the role
- To have access to information to enable them to perform their tasks
- To be able to decide at any time to end their involvement with St Luke's
- To have safe working conditions
- To be reimbursed for reasonable travel expenses
- To be appropriately covered by insurance
- To develop and grow with the volunteer role
- To be part of a fun and motivated team

What St Luke's asks from volunteers

- To perform tasks with reliability, flexibility and commitment
- To work towards St Luke's aims, objectives and core values
- To attend training and volunteer meetings when required, where possible
- To accept support and supervision to enable performance of tasks
- To communicate with your supervisor if you are unable to attend
- To respect and maintain confidentiality at all times
- To use your specialist skills/knowledge to convert donated items into sales/funds

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