# Volunteer Role Description

Thank you for your interest in volunteering with us! We rely on the help and dedication of volunteers to support the wide range of services that we provide to people living with sight loss in the area, and we recognise the huge contribution our volunteers make to the effectiveness of our organisation.

**Role Title:** Charity Shop Stock Driver

**Locations:** Driving between shops in Salisbury, Devizes, Trowbridge and Thornbury (although range can be discussed)

**Purpose:** Our aim is to ensure that people living with sight loss across Wiltshire and the West of England have access to relevant and timely support to continue living the life they want to lead. Our charity shops are unique, as they not only offer retail to generate vital income to support the charity, they also have a resource centre and consultation space where people living with sight loss in the local area can access information, advice and guidance. They are at the heart of local communities - sharing the work of Wiltshire Sight and Sight Support and helping to secure support for our life-changing work.

Our shops depend on a regular supply of quality donated stock. As some shops receive more donations than others, we need friendly drivers to move stock between our shops to ensure they are all fully stocked – and to circulate unsold stock to help keep it fresh.

**What will you be doing?**

* Assisting the Retail team in moving stock between shops
* Loading and offloading the stock and helping to carry this into the stock rooms (many of which are up or down stairs)
* Coordinating stock runs to maximise on fuel use
* Adhering to all policies and guidelines in relation to safe driving and manual handling
* Offering feedback to the Retail team on how to improve the collections service

**What skills and experience are needed?**

* Knowledge of safe and competent driving practice with a full clean driving licence, held for at least 12 months
* Willingness to be self-motivated and confident to work on your own, using your own initiative (with support and supervision from the Retail Team)
* A vehicle large enough to carry several bags of stock (e.g. van, SUV, MPV, etc.)
* A good level of physical fitness and willingness to adhere to safe manual handling practices
* Reliability and trustworthiness and a good team player

## What will you gain from the role?

* The knowledge that you are making a positive difference to the lives of people living with sight loss in your local area
* The opportunity to develop new and existing skills
* The chance to meet new people and be part of a team
* A greater understanding of sight loss

## What support will be given?

* Induction and Volunteer Handbook, including key policies and Understanding Sight Loss Pack
* Reasonable expenses will be reimbursed, including mileage and wear and tear
* Supervision and support from a dedicated member of the Retail Team, as well as the Volunteer Coordinator
* Additional Training as appropriate

## When will you be needed?

This can be discussed with the Retail team and hours are very flexible to fit around you.

## How often will I be needed?

We anticipate once a month, but this will be driven by demand.

## References and other checks

* Two references required prior to starting in role
* You will be using your own vehicle so will need to confirm that it has up-to-date Tax, MOT and Insurance that covers volunteer driving
* A full clean driving licence for 12 months or more required

# End of Document

Tel 0117 322 4885, Email info@sightsupportwest.org.uk

Sight Support West of England, Vassall Centre, Gill Ave, Bristol BS16 2QQ. Registered charity no. 1178384

Wiltshire Sight, St Lucy’s Sight Centre, Browfort, Bath Road, Devizes, SN10 2AT. Registered charity no 1119462

Insight Gloucestershire, 81 Albion Street, Cheltenham, GL52 2RZ. Registered charity no 204279