

Job Description

Job Title	WUTH Charity Shop Fundraising Volunteer
Department	Charity Team
Division	Corporate Services
Band	Voluntary
Reporting To	Departmental Manager
Job Reference	N/A

Role

To help with the day to day running of the WUTH Charity pop up shop, raising funds to support services for Arrowe Park and Clatterbridge Hospitals.

Location: Arrowe Park Hospital, Birkenhead, Wirral CH49 5PE.

Hours: The shop will be open Monday to Friday 10.00am – 4.00pm.
We are looking for volunteers ideally to fill full or half days (minimum of 2 hours).

Duties and Responsibilities

- To serve customers and record purchases on the cash register, handling cash accurately and completing card transactions.
- Being friendly, polite, and professional with all customers.
- To work with staff and other volunteers to sort, monitor and maintain stock.
- To help keep the shop clean and tidy.
- To assist with shop displays.
- Provide information leaflets and signpost any enquiries for WUTH Charity and if possible, the Trust.
- Comply with WUTH Charity relevant policies and procedures.
- Wear personal identity badge and uniform whilst volunteering.
- Represent the professional standards of the charity.
- To adhere to the Trust's values and behaviours.
- To report any adverse incidents to staff in order that policy and procedure may be adhered to.
- Ensure that patient confidentiality is maintained at all times.
- Attend induction and complete periodic mandatory training.
- Undertake any other tasks as deemed appropriate with the nature of the role.

Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
<ul style="list-style-type: none"> No specific qualifications are required for this role 	<input type="checkbox"/>	<input type="checkbox"/>	Application Form
<ul style="list-style-type: none"> Previous volunteering or experience of work in a health or social care environment is not required for this role, although any relevant experience should be detailed on the application. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Personal Attributes	Essential	Desirable	Measure
<ul style="list-style-type: none"> Good interpersonal skills 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> The ability to be friendly, polite and caring with patients, visitors and Trust Staff 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Understanding the importance of confidentiality and following procedures 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Ability to work on own initiative and as part of a team 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Reliable and punctual 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Willingness to undertake training 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Available to volunteer for at least 1 shift per week 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> To embody the Trust's Values of being caring for everyone, respect for all, embracing teamwork and committed to improvement 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> To exercise confidentiality and discretion 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Organisation Chart

