

Volunteer Role Description

Title of role	Volunteer Internship
Location	Broad Street
Reporting to	Shop Manager and Deputy Manager
Hours/days	

Mission

- Work with other to do as much money as we can with the help of others to overcome poverty and suffering in the world.

What work will I be doing as a volunteer?

- Supporting the day-to-day running of the shop alongside manager and deputy.
- Assisting the manager in overseeing till procedures, such as customer service standards, Gift Aid and New Product.
- Assisting the opening up and/or closing up of the shop for the relevant shifts
- Assisting the manager and deputy in overseeing financial procedures such as banking, cashing up and the completion of financial paperwork
- Assisting the manager and deputy with volunteer recruitment and in-store promotions.
- Ensuring that health and safety standards are met
- Maintaining retail standards such as stock density and merchandising standards.
- Promote and maintain Oxfam Values with customers, volunteers and community.
- Support managers with value of second hand goods.

What experience, skills, interests or attributes will I need to do this volunteer role?

- Very good interpersonal skills
- Excellent communication skills
- Good personal organisation

What can Oxfam offer me as a volunteer?

- Full training and support in this role
- The opportunity to gain experience with a busy retailer and develop retail skills
- The opportunity to work at the heart of your community
- Reasonable travel expenses to and from the shop as well as lunch expenses when more than 5 hours are volunteered in a day
- An opportunity to play a meaningful role in Oxfam's goal to overcome poverty and suffering worldwide