



Volunteer Opportunity

Volunteer Role

- Shop and Stop Assistant (Distribution)

Main Duties:

- To arrange the distribution of essential shopping items for Netherton Feelgood Factory clients
- To work to a time line to ensure that items are packed and ready for dispatch
- To work well in a team environment
- To ensure that food items are stored appropriately
- To complete all administration relevant to the distribution process
- To keep all work areas clean and tidy
- To ensure the work space is clear following distribution and all items are stored away securely
- Some moving and lifting will be required

Other Duties:

- To work well using own initiative
- To ensure effective communication
- To ensure that clients receive a quality service
- To ensure that all relevant training/induction is attended
- To adhere to Netherton Feelgood Factory policy and procedure
- To promote the work of Netherton Feelgood Factory
- To ensure that all data is collected in line with GDPR and Netherton Feelgood Factory policy
- Regular reporting to the relevant Manager/Staff Member

Training

- Successful candidates will complete training to enable them to deliver the tasks detailed in the main duties and other duties sections.

Essential Requirements:

Registered Charity Number 1074508 | Company Limited by Guarantee - 3614799

- Ability to work with the public
- Good communication skills
- Good organizational skills
- Ability to escalate concerns
- To work well within a team environment
- To be able to work alone when required
- To have a clean, well presented appearance

Hours of Work

- Hours to be covered are, Wednesday (10am – 1pm)

Disclosure

- Not required

Management Arrangements

- The volunteer position will receive line management from the Community Development Manager in accordance with Netherton Feelgood Factory organisation structure

Volunteer Expenses

- Volunteers will be reimbursed for out of pocket expenses, in line with Netherton Feelgood Factory expenses policy

Other

- Volunteers will be provided with a logo t-shirt or sweatshirt, this will help the community to identify you easily when visiting the building.
- Volunteers will be provided with an ID badge

Glover's Lane, Netherton, Merseyside, L30 5QW
Tel: 0151 291 8010 | Fax: 0151 291 8031
Email: info@feelgoodfactory.org.uk
www.feelgoodfactory.org.uk