



# Book Scanner Volunteer Role Brief



canner

## The aim of the role:

North Devon Hospice has a network of charity shops across North Devon that are supported by our dedicated warehouse team based at the Two Rivers Industrial Estate, Barnstaple. The warehouse is the storage hub where all donations are received, sorted and distributed to all our retail outlets.

## What's involved?

This role involves so much more than just scanning books! You will be part of a team that can help identify current, ever-changing book trends, finding the right route for each item to ensure that we maximise our revenue and seeking out those gems that could be hiding in a pile of books!

In our warehouse our dedicated team receive a large number of books daily and it is a team effort to process the generous donations that we receive. It can be a fast-paced environment involving some lifting, twisting within the role. We pride ourselves on only offering for sale items that are of a high quality that will either be on display in our shops, sold via our eCommerce department or Shopiango. This takes a lot of effort, attention to detail and a passion for treasure hunting!

The role may involve undertaking other tasks that may be requested or appropriate within the nature of the role and full training will be given for every aspect of the role.

An informal interview and taster session will be arranged to ensure you fully understand what the role entails, ensuring you feel safe in the environment, and it will give us an opportunity to get to know you a little and you the chance to ask us any questions you may have.

## Hours required:

We have two shifts a day:

**Mornings: 9:30am—12pm**

**Afternoons: 12:30pm—3:30pm**

We currently have a variety of shifts available from Mondays – Saturdays so please let us know your preferred day and shift, if you have one. Commitment to a regular shift, or shifts, per week is preferable.

### What the hospice can offer you:

- A safe, welcoming and supportive environment
- You will be part of a dedicated and friendly team
- An induction & full training and guidance given on all aspects of the role
- The opportunity to utilise existing skills or develop and learn new skills
- The opportunity to meet new people
- Regular social events throughout the year to meet other volunteers and staff across the organisation and to thank you for your contribution
- Recognition Long Service Award for our volunteers
- The knowledge you are directly contributing to the care & support offered to our patients and their families we care for
- Reimbursement of reasonable travel expenses once agreed in advance

### What you can offer us:

- An ability to work as part of a team in a fast paced environment
- An ability to work in a flexible and approachable manner
- Reasonable literacy & IT skills with a good attention to detail
- Be able to maintain confidentiality at all times
- Good communication skills
- Reliability and consistency
- A willingness to undertake training and to follow NDH policies and guidelines
- An adaptability to changing trends and requirements
- An agreement to follow all safety & infection control measures