



Hamelin Trust

Supporting Individuals with Disabilities and their Carers

VOLUNTEER ROLE DESCRIPTION

Post Title: The Hub Volunteer

Accountable to: The Hub Manager

Location: The Hub, Hamelin Trust, Billericay

Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS and other safeguarding clearance.

Purpose of Role

- To provide support to The Hub
- To maximise income potential through the sale of donated items.

Outline of Main Activities

- Loading/unloading the van and customers cars
- Sorting of donated clothing into appropriate sections i.e. male/female/rags etc
- Sorting of bric-a-brac, including toys, games and books
- Ensuring compliance with relevant legislation ie. Health and Safety and Equal Opportunities
- Supporting and coaching adults who have learning disabilities helping them to gain work related skills

Other related activities may include:

- Carrying out Portable Appliance Testing (PAT) - see separate information sheet
- Covering leave/sickness of other volunteers
- Volunteers are requested to attend induction training and any other training that is considered to be relevant to their role