



# Hamelin Trust

*Supporting Individuals with Disabilities and their carers*

## VOLUNTEER ROLE DESCRIPTION

**Post Title:** Charity Shop Assistant

**Accountable to:** Shop Manager

**Location:** The Hub, Billericay  
Laindon Centre, Laindon  
Hutton Road, Shenfield

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***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 charity shop manager
- To maximise income potential through the sale of donated items.

### Outline of Main Activities

- Sorting of donated clothing into appropriate sections i.e. male/female/rags etc
- Sorting of bric-a-brac, including toys, games and books
- Using the EPOS till system (all necessary training will be provided)
- Ensuring compliance with relevant legislation, ie. Health and Safety Legislation and Equal Opportunities
- Supporting and coaching adults who have learning disabilities, helping them to gain work related skills

### Other related activities may include:

- Covering annual leave/sickness for other volunteers
- Volunteers are requested to attend induction training and any other training that is considered to be relevant to their role