



# Hamelin Trust

*Supporting Individuals with Disabilities and their Carers*

## VOLUNTEER ROLE DESCRIPTION

**Post Title:** Donations Sorter

**Accountable to:** Manager, The Hub

**Location:** The Hub, Hamelin Trust, Billericay

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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 Hub
- To maximise income potential through the sale of donated items.

### Outline of Main Activities

- Loading/unloading containers, our 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

- Assisting with Portable Appliance Testing (PAT) - see separate information sheet NB training will be provided for this if appropriate.
- Covering leave/sickness of other volunteers (if availability allows)
- Volunteers are requested to attend induction training and any other training that is considered to be essential/relevant to their role

### Safeguarding

- All volunteers must be mindful of the need to safeguard service users, abide by the Hamelin Trust Safeguarding policy and ensure that any concerns are reported to the senior member of staff on shift.