**Role Profile**

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| **Job title**: | Warehouse Stock Production |
| **Department**: | Retail Hub |
| **Reporting to**: | Retail Hub Manager |
| **Role summary:** | |
| To support the Retail Hub Manager, staff and other volunteers with the processing of stock. | |
| **Organisation summary** | |
| Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our retail hub.  We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice. | |
| **Key duties & responsibilities** | |
| **Functional responsibilities of Role:**  (Please note you only carry out the areas that you feel comfortable with)   * To support and assist the Hub team in recycling stock. * Weighing stock * Hanging and steaming garments. * Packing orders. * General warehouse tasks.   **Volunteers must:**   * Maintain complete confidentiality at all times. * Be fully compliant with the Fire Action Plan wherever they are attending | |
| **Training/General Information** | |
| * DBS Check is required for this role. * References are required for this role. * The following training will be provided by Barnsley Hospice: * Conflict Resolution Level 1. * Equality, diversity and Human rights Level 1. * Health, Safety and Welfare Level 1. * Infection prevention and control Level 1. * Moving and Handling Level 1. * Basic Prevent Awareness. * Fire safety Level 1. * Safeguarding Adults Level 1. * Safeguarding Children Level 1. * Data Security Awareness Level 1. | |

**Person Specification**

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| **Job title**: | | Warehouse Stock Production | |
| **Department**: | | Retail Hub | |
| **Reporting to**: | | Retail Hub Manager | |
| **Role summary:** | | | |
| To support the Retail Hub Manager, staff and other volunteers with the processing of stock. | | | |
| **Personal qualities** | Essential | | * Able to give 2-4 hours regular volunteering time each week. * Able to use Initiative. * Able to work alone and part of a team. * Fun, Friendly / Personable. * Quick and eager to learn. |

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| **Disclaimer** |
| *Volunteering is a mutually beneficial arrangement, but it is not intended to give rise to contractual obligations on the part of either the Hospice or the volunteer.* |