

Volunteer Role Description

Title:	eBay 'Treasure Hunter' Assistant
Responsible to:	Retail Manager
Expected Commitment:	Flexible, Monday to Saturday
Location:	Oakham

About Us:

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland. Your time, skills and experience will help us to raise vital funds for local people.

Primary Objectives:

We have launched an eBay line, selling unusual and valuable items. Our friendly shop team are looking for an enthusiastic volunteer to help maximise sales through this new outlet.

You would be working alongside an experienced volunteer in our Oakham charity shop.

Responsibilities:

- Researching donated items
- Finding a valuation for items
- Preparing items for sale – taking photos
- Keeping the line up to date
- Sending out sold items

Qualities and skills we are looking for:

- Reliable and enthusiastic
- Willing to learn
- Able to give attention to detail
- The ability to work as part of a team
- Good communication skills and customer services

Support provided for you:

- Sensory Impairment Awareness Training will be provided and take place at Vista in Leicester
- Other training as identified
- Reimbursement of out of pocket expenses such as mileage or public transport costs
- On-the job training

We hope that by becoming a volunteer you:

- Increase your own self confidence
- Meet new and interesting people
- Learn new skills that could be helpful for future employment opportunities or further learning
- Have fun!

Health & Safety:

All volunteers will be expected to:

- Ensure that they comply with Vista's Health & Safety policy at all times
- Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

This volunteering opportunity is subject to 2 references.

Next steps:

Complete our volunteer application form, which you can download from our website: **www.vistablind.org.uk**. You can also email **volunteering@vistablind.org.uk** or call **0116 249 8843**.