

**Volunteer Role Profile**

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| **Role Title** | Distribution Volunteer |
| **Role summary** | The Distribution Volunteer will support our retail and distribution team, based at Wrose, with sorting donations received and preparing them for sale in our community hubs. |
| **Suggested Commitment** | Volunteer hours are negotiable. However, we would prefer volunteers to complete at least one half day shift per week. Minimum suggested commitment of 6 months |
| **Supported by** | Head of Retail and Distribution |
| **Main Tasks*** Sorting donations received through our community hubs
* Identifying goods that are fit for sale and those that are not
* Steam & tag clothing for distribution
* Dust / clean / polish / wash donated saleable items
* Pricing goods, following operational guidelines
* Help maintain a safe clean and tidy work environment
* Assist van driver with loading and unloading of deliveries
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| **Benefits of volunteering with Age UK Bradford District*** The opportunity to build skills and experience
* Excellent training opportunities
* Excellent support as part of a friendly team
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| **Induction, Learning & Development**Volunteers will take part in a welcome session with a group of volunteers from across the charity. They will then be supported to complete a number of e-learning courses and training on the job.Volunteers will be able to access a range of other learning opportunities once they have been volunteering for a number of months. |
| **Skills and competencies*** Polite, friendly and approachable
* To work with minimum supervision
* To be reliable and non judgmental
* Willingness to follow Age UK Bradford District values, policies and procedures, including Health & Safety, Data Protection & Confidentiality, Equal Opportunities.
* Polite and courteous at all times
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| **Organisational Values*** Responsive
* Supportive
* Caring
* Respectful
* People centred
* Passionate
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| **Expenses**AGE UK Bradford District will pay for any out of pocket travel expenses associated with your volunteering (40 pence per mile and reasonable public transport costs i.e buses / trains) with tickets/receipts. Volunteers who volunteer for over 5 hours on a day will be entitled to a lunch payment of £2. |
| **Next Steps**Email volunteering@ageukbd.org.uk or phone 01274 391190 for further details |