**DRIVER VOLUNTEER**

**ABOUT THE ROLE**

We currently have four charity shops; Banner Cross, Bradway, Abbeydale Road and Broomhill. We have small teams of volunteers and members of staff running each location. This role supports the retail department with the efficient collection and delivery of large donated items, as well as internal stock movement throughout the Sheffield Area shop network.

* Collecting furniture and other large goods from donors and following all relevant procedures to ensure goods are in a fit condition for sale. Communicating refusal of goods to donors where necessary
* Promoting Gift Aid registrations in line with our Gift Aid guidelines; training will be provided
* Delivering sold goods in accordance with the delivery schedules and procedures
* Supporting the warehouse and shop teams to effectively display delivered stock
* Supporting the vehicle team with scheduling to plan effective routes and service
* Informing the vehicle and shop management team of schedule changes to ensure necessary updates and communications can be made
* Accurately completing internal stock transfers in accordance with internal procedures

**BENEFITS TO YOU**

* Opportunities to meet new people in your community
* Opportunities to develop self-confidence
* Gain retail and customer service experience
* The satisfaction of knowing you will be making a difference to the lives of vulnerable older people
* Reimbursement of out of pocket expenses

**THE SKILLS YOU’LL NEED**

* Valid driver’s license (<https://www.gov.uk/driving-nongb-licence>)
* Professional, friendly and outgoing manner
* Ability to function well in a team, giving and asking for support as needed
* Previous retail experience would be a bonus but not essential
* Commitment to work within Age UK Sheffield guidelines
* Willingness to learn about the range of our services

**ADDITIONAL INFORMATION**

* LOCATION: Sheffield
* TIME COMMITMENT: Weekdays (Minimum of 2-3hours per week)
* RESPONSIBLE TO: Retail Manager
* EXPENSES: Travel expenses will be reimbursed. If volunteering all day, expenses towards lunch are covered.
* TRAINING: Ongoing training is provided