

VOLUNTEER ROLE

Volunteer Title:	Ecommerce Product Lister - Volunteer
Department:	Trading
First Line Contact	Ecommerce Manager
Location:	St Catherine's Hospice Lostock Hall Shop Ecommerce Hub

General Description

Duties include:

- Inputting item data and listing them on our online selling platforms
- Ensuring all listings have the correct images, descriptions & pricing
- Keyword research/analysis
- Maintain all listings within the online marketplaces
- Optimising product listings and titles
- Writing effective and captivating thorough product descriptions
- Attention to detail

Key skills and abilities

- Experience of using a computer and the internet
- Previous experience of eBay or online selling platforms is preferred but not essential
- Ability to work alone and also as part of a team
- Good attention to detail
- Excellent written communication skills

Hours

3-4 Hours per week. Hours are flexible and can be negotiated.

Other Duties

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

Mandatory training

You will be required to attend the hospice induction once commenced.

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PERSONAL GRIEF

Sufficient personal resources to work efficiently in a palliative care setting

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.